

Dear SSDS001 Contacts,

I am enclosing the annual social services staffing return (SSDS001), Local Authority Social Services Staff at 30 September 2007. Please arrange for this to be completed and e-mailed to The Information Centre for health and social care by **31 October 2007** at the latest. The e-mail address to send your return to is [ssds001@ic.nhs.uk](mailto:ssds001@ic.nhs.uk).

The Commission for Social Care Inspection (CSCI) require information on the percentage of staff with ethnicity not recorded as this will form part of a key threshold for 2007-08. These data will be taken from the SSDS001 return that you make to The IC. It is therefore critical that you return your SSDS001 to us on time.

**SSDS001 still covers both social services staff working with adults and those working with children. If these are now in different departments for your council, you will need to obtain the necessary data from the other department and include it in your SSDS001 return. Thank you in advance for any difficulties this may cause.**

**Please read the guidance carefully. There has been an amendment to the guidance for 2007-08. In particular, please see points 13 - 22 in the "General Notes on the Form" section.**

When opening the spreadsheet you should enable macros and then click on "Notes" for guidance on completion of the return, how to enter the data, run certain macros and return the data to us.

The return file will need to be initially saved under the name "return.xls".

If you are not the contact for the Staffing return, please could you forward this email to the person responsible for the SSDS001 return and copy us into it so that we can amend our records.

If you have difficulty in loading the spreadsheet, running the macros or any other problems, please contact myself (Simon Cheung) on 0113 254 71 71.