

Strategic Information Group on Adult Social Care (SIGASC), formerly the Technical Working Group on Personal Social Services Statistics (TWG)

Terms of Reference

CONSTITUTION

The group reports to Central/Local Government Information Partnership (CLIP), with which it exchanges information.

MEMBERSHIP

Chair: Information Centre for health and social care (The IC)

- Councils with Social Services Responsibilities (CSSRs) (a mixture of operational, strategic and policy and information specialists agreed by the LA Lead in association with the ADSS Standards and Performance Committee);
- Information Centre for health and social care (social care and health colleagues);
- Department of Health (DH) (policy and analytical);
- Commission for Social Care Inspection (CSCI);
- Healthcare Commission;
- Audit Commission;
- Chartered Institute of Public Finance and Accountancy (CIPFA);
- Department for Communities and Local Government (to cover the wider local government perspective and the DCLG gateway);

Observers

- Local Government Association (to cover the acceptability of proposals to staff and the workforce interests of the former Employers' Organisation for Local Government);
- Skills for Care (for workforce collections);
- Department for Education and Skills (to allow some linkage between adults and children's social care);
- Department for Work and Pensions;
- National Assembly for Wales;
- Scottish Executive;
- Department of Health, Personal Social Services and Public Safety (Northern Ireland).

Chair:

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ROLE

1. The role of SIGASC should be strategic and forward looking and should cover the following in relation to adult social care collections:
 - developing and agreeing requirements;
 - approving new collections;
 - approving changes to (including dropping) existing collections;
 - ensuring that every collection is fully justified and that the cost and burden of collections is proportionate to the value of the data collected;
 - ensuring that existing collections are reviewed (including when there are data quality issues);
 - ensuring that reviews link to the work programme;
 - setting, prioritising and monitoring the work plan of the Adult Review Group, Social Services User Survey Group and other subgroups;
 - monitoring the timeliness and reliability of returns.
2. SIGASC should be a collaborative working group but on all matters the final decision should rest with the Chair of SIGASC.
3. It is essential that the work programmes of SIGASC and the Adult Social Care Information Development (ASCID) Steering Group fit together. Any new proposals from ASCID will feed into SIGASC and ARG.
4. SIGASC should keep in touch with ADSS Information Management Group (IMG) through an IMG member as part of the CSSR SIGASC membership.

SCOPE

1. SIGASC covers all IC collections from CSSRs relating to adult social care. These are listed in the letter that The IC send to CSSRs in September each year (the September 2006 letter is available at <http://www.ic.nhs.uk/pss/returns/2007>) and at Annex A. The expenditure and unit costs return (PSS EX1) is a joint return with the Chartered Institute of Public Finance and Accountancy (CIPFA) and is covered by the protocol at Annex B.
2. Joint NHS/CSSR collections would need approval from SIGASC and the Review of Central Returns Committee (ROCR). Discussions on developing a mechanism for considering and agreeing joint collections are taking place within The IC and the relevant parties in ROCR.

WAYS OF WORKING

1. The process for getting new collections approved first entails the person requiring the new collection providing SIGASC with a strong business case of the need for the collection. If approved details will be worked out by ARG and the worked up proposals will then be put to SIGASC for approval.
2. Requirements for new data items or changes to definitions will be cleared with SIGASC before being worked up by ARG. Discussion of changes to layout and format for existing collections might start with either SIGASC or ARG but ARG will work up the proposals and then put them to SIGASC for approval.

3. All proposals should reference the White Paper “Our health, our care, our say” or other relevant policy initiatives, where appropriate.
4. CSSR members on SIGASC will consult the reference group members assigned to them and others as appropriate, especially where they feel that more expertise is required. Papers will also be sent to reference group members. Similarly the DH member(s) may wish to consult other Policy colleagues. Other members may also wish to consult colleagues as appropriate. SIGASC may invite others to participate in discussions on specific issues.
5. Changes to statistical returns will be notified annually to CSSRs (information contacts and Directors of Adult Services), DfES and the ADSS Suppliers’ Forum.

MEETINGS

1. SIGASC will meet at least twice a year. At other times SIGASC will give approval by correspondence, if necessary.
2. The IC should provide the secretariat for SIGASC. Papers and minutes of meetings of SIGASC and its subgroups will be made available on the IC web site (<http://www.ic.nhs.uk/sigasc/>). All CSSRs and known data suppliers (eg health, voluntary organisations, IT suppliers) will be informed that this is so.

IC PSS Statistical Returns 2007: Purpose/Uses of data as agreed by Strategic Information Group on Adult Social Care

Return Code	Return Title	Frequency	Purpose/Uses
Adult related			
GFS1	Grant Funded Services	To be confirmed	To collect information about numbers of people helped by grants from CSSRs to voluntary organisations that do not receive care services as part of a CSSR package.
SSDA 702	Guardianship Under the Mental Health Act 1983 for the year ending 31 st March 2007	Annual	The Information collected as at 31 st March details new cases and closures of Guardianship orders during the year. It is useful in assessing the current impact of ongoing Mental Health policy initiatives and the potential impact on the Mental Capacity Act which has now become law. When implemented it will create a new legal framework for decision making to protect adults who lack mental capacity.
RAP	Referrals, Assessments and Packages of Care for the year ending 31 st March 2007	Annual	Information collected for the period 1 st April 2006 to 31 st March 2007. RAP will be able to monitor the process of providing community care – via assessment and care planning into services. Thus it can be used to monitor the provision of community care. Will be used for the calculation of performance indicators AO/C29 – AO/32, AO/C51, AO/C62, AO/D40, AO/D55, AO/D56, AO/E47, AO/E48 and AO/82. Used in the PSA targets for older people.
SR1	Supported Residents return for the year ending 31 st March 2007	Annual	Information collected as at 31 st March is used for: <ul style="list-style-type: none"> • Monitoring development of the mixed economy of care and the use made by LAs of independent sector providers and support for carers; • Monitoring effect of community care on individual client groups; • Informing public expenditure discussions with Treasury; • Resource allocation (PSS FSS). Also used for performance indicators AO/C72 and AO/C73. • Used in the PSA target for older people.
SSDA 910	Registered Deaf and Hard of Hearing People for the year ending 31 st March 2007	Triennial	Information collected as at 31 st March 2007. To inform policy decisions concerning those who are registered as Deaf and Hard of Hearing.

Return Code	Return Title	Frequency	Purpose/Uses
HH1	Home help/home care services return as at September 2007	Annual	Information collected for services provided during a September week. For monitoring of the progress of the Community Care reforms of 1992 at a national and local level. Used in the PSA targets for older people. Also used for performance indicators, AO/B11, AO/B12, AO/B17 and AO/C28, although these are collected on KS1 and PSS EX1 (see below).

Key Statistics

KS1	Key Statistics for year ending 31 st March 2007	Annual	Collects Performance Assessment Framework indicator data not collected on other returns or requiring data from two returns to be combined. Used for PAF indicators AO/B11, AO/C28, AO/D37, AO/D39, AO/D54, MR/D74 and MR/D75.
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Expenditure Related

PSSEX1	Personal Social Services Expenditure and Unit Costs for year ending 31 st March 2007	Annual	LA social services income and expenditure by client group and subjective category e.g. Own provision, provision by others, client contributions and joint arrangements. Also unit costs. Used for PAF indicators CF/B8, CF/E44, AO/B12 and AO/B17.
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Staffing Related

SSDS 001	PSS Staffing return – staff as at 30 th September 2007	Annual	Information collected as at 30 th September. An annual census of the staff directly employed by LA social services departments. Form requests numbers of F/T staff and P/T staff and their WTEs, by gender, ethnicity, staff group or service and by client group type. Also provides the denominator for PAF indicators MR/D74 and MR/D75 (see KS1 above). Although the information should be available from the Minimum Data Set – Social Care (MDS-SC) that councils provide to Skills for Care, SSDS001 is needed until it can be proved that MDS-SC can produce comparable data.
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PSS EX1 JOINT CIPFA/IC PROTOCOL

A. Questionnaire - changes to content and format

Changes to the content and format of PSS EX1 will only be made when agreed by both the CIPFA SIS Working Party and the Technical Working Group on PSS Statistics.

B. Data Transfer

- (i) The PSS EX1 data will be transferred to IPF in batches, the first in mid August (to match the PAF data sent to councils for checking), the second in mid September (to match the data to be published in Social Services Performance Assessment Framework Indicators) and then at monthly intervals until the data set is closed for publication.
- (ii) IPF to arrange the data supplied to them in mid September in the format in which they intend to publish and then send councils an extract of this showing their own data alongside that for other councils of the same type (Metropolitan districts, Shire Counties, Unitary Authorities, London Boroughs). The extracts would be sent for quality assurance purposes under cover of the wording given in Annex C of the National Statistics Code of Practice Protocol on Release Practices* and clearly marked "***these data are strictly confidential and should not be released to any third party outside your local authority***". IPF would copy to The IC what they send out, keep a record of those to whom they send it and provide this list to The IC on request.
- (iii) IPF to assist with the data validation. Queries to be raised either directly with individual authorities and/or through The IC.
- (iv) All responses to be sent to The IC by a specified date if they are to be taken into account.

C. Publication of Data

- (i) Final data set to be transferred to, and agreed with IPF, as soon as possible to enable an early publication.
- (ii) IPF will endeavour to publish the data on the CIPFASTATS website at the same time as The IC press release is made available.

*Please accept our thanks for agreeing to review the attached statistics. As they are not yet officially released, access to them needs to be carefully managed.
Any accidental or wrongful release should be reported immediately. Release includes indications of the content, including descriptions such as 'favourable' or 'unfavourable'
Please prevent inappropriate use by treating this information as restricted.