

Scottish Welfare Fund Statistics: Update to 31 December 2019

Introduction

This publication provides information on the Scottish Welfare Fund for the latest quarter, 1 October to 31 December 2019. It also contains information from previous financial years dating back to 1 April 2013, when the scheme commenced its operation.

This publication does not cover applications made to the Scottish Welfare Fund relating to COVID-19. The next update of this publication, released in July 2020, will include applications received in January to March 2020.

A supplementary spreadsheet containing 43 tables and 13 charts has also been published. Electronic versions of this document and accompanying tables and charts are available at: <https://www.gov.scot/publications/scottish-welfare-fund-statistics-update-to-31-december-2019>.

These statistics are being published as experimental statistics. Experimental statistics are defined in the Code of Practice for Official Statistics as "*new official statistics undergoing evaluation. They are published in order to involve users and stakeholders in their development and as a means to build in quality at an early stage.*" These statistics have not yet been assessed by the UK Statistics Authority. They have not been designated as National Statistics¹.

Summary of main points

- The Scottish Welfare Fund comprises of Community Care Grants – which help people to live independently – and Crisis Grants, which provide a safety net in a disaster or emergency.
- From when the Scottish Welfare Fund scheme began on 1 April 2013 until 31 December 2019, 367,175 individual households have received awards totalling £228.5 million. A third of households receiving an award were families with children, while just over half were single person households with no children.
- From October to December 2019, Local Authorities received 18,365 applications for Community Care Grants (6% greater than the equivalent quarter in 2018). Decisions were made on 19,425 applications, with 10,520 awards made (2% fewer than the previous year) – an acceptance rate of 54% (four percentage points lower than the previous year). The number of decisions exceeds the number of applications due to decisions being taken on applications received in previous quarters. Expenditure on Community

¹ For more information on experimental statistics please see:

https://www.statisticsauthority.gov.uk/wp-content/uploads/2010/12/images-assessmentanddesignationofexperimentalstatistic_tcm97-44327-1.pdf

Care Grant awards totalled £6.3 million, which is a 3% decrease compared to the previous year. The average award was £598.

- From October to December 2019, Local Authorities received 50,910 applications for Crisis Grants (12% more than the previous year). Decisions were made on 51,455 applications, with 32,895 awards made (13% more than the previous year), and the acceptance rate was 64% (the same as the previous year). The number of decisions exceeds the number of applications due to decisions being taken on applications received in previous quarters. Expenditure on Crisis Grant awards totalled £3.1 million, 24% more than the previous year. The average award was £94.
- In the latest quarter, 80% of Community Care Grant applications and 96% of Crisis Grant applications were processed within the target time limits. The proportion of Community Care Grant applications to Glasgow City that were processed on time was lower than usual at 35%. This was due to increased demand.
- Local authorities were allocated £33 million for Scottish Welfare Fund awards in 2019/20, and there was an estimated underspend of £1.9 million carried forward from 2018/19. Of the estimated total £34.9 million available for awards this year, £28.4 million (81%) has been spent in the first nine months of the financial year, which is eight percentage points higher than this time in 2018.
- Since April 2013, there have been 22,350 Tier 1 reviews for Community Care Grants, and 18,950 for Crisis Grants. Just under half of decisions have been revised at this stage for both Community Care Grants (47%) and Crisis Grants (45%).

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Applications

- From October to December 2019, a total of 69,280 applications to the Scottish Welfare Fund were received (**Table 1**), the majority were for Crisis Grants (50,910, **Table 3**), and a smaller proportion were for Community Care Grants (18,365, **Table 2**).
- Compared to the equivalent quarter in the previous year, the number of Community Care Grant applications increased by 6% (1,000) (**Table 2, Chart 1**). This continues a trend for year-on-year increases in applications that started in April to June 2018. At Local Authority level the change in number of applications varied from a 46% increase in Clackmannanshire (from 225 to 325 applications) to a 67% decrease in Orkney (from 30 to 10 applications) (**Table 2**). Community Care Grant applications increased by 20% or more in six Local Authorities (Aberdeenshire 28%, Argyll and Bute 20%, Clackmannanshire 46%, Dumfries and Galloway 28%, East Dunbartonshire 22% and Fife 23%).
- Compared to the same quarter in the previous year, the number of Crisis Grant applications increased by 12% (5,505) (**Table 3, Chart 1**). This continues a trend for year-on-year increases in applications that started in October to December 2015. At Local Authority level the change in number of applications varied from a 62% increase in Clackmannanshire (from 540 to 870) to a 24% decrease in Orkney (from 20 to 15 applications) (**Table 3**). Crisis grant applications increased by 20% or more in seven Local Authorities (Argyll and Bute 21%, Clackmannanshire 62%, Edinburgh 25%, Eilean Siar 40%, Fife 42%, Glasgow City 30% and Shetland 32%).
- Local Authorities also submit informal monthly returns to the Scottish Government and this serves as a valuable way of checking data quality. **Chart 1** shows how the quarterly data submitted to the Scottish Government compares with these informal returns. For Scotland as a whole there is broad agreement between the two data sources.
- ‘Helping people to stay in the community’ was the most common reason for Community Care Grant applications in the most recent quarter (6,945, 38%) (**Table 4, Chart 2**). This was followed by ‘Families facing exceptional pressure’ (6,265, 34%).

Chart 1: Applications to the Scottish Welfare Fund – Scotland – Monthly

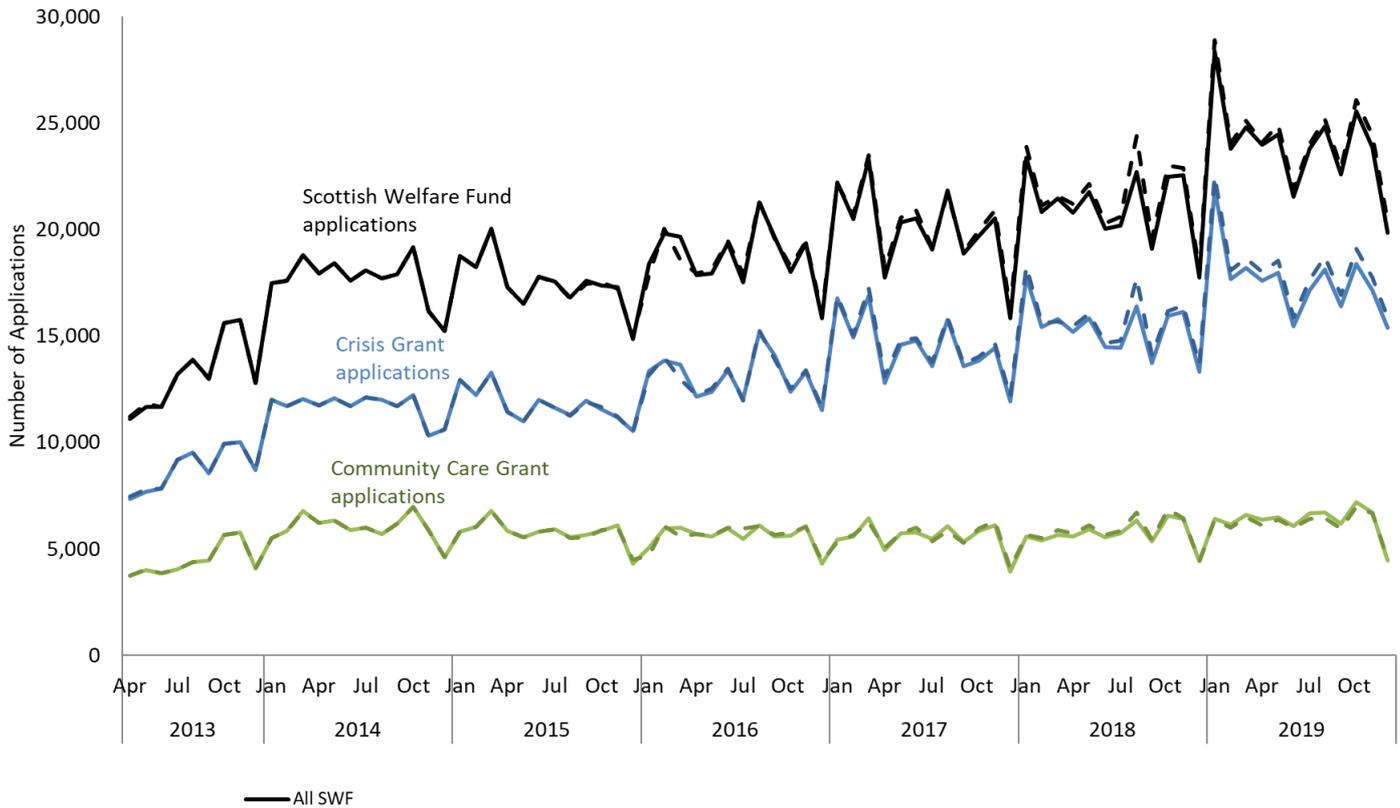
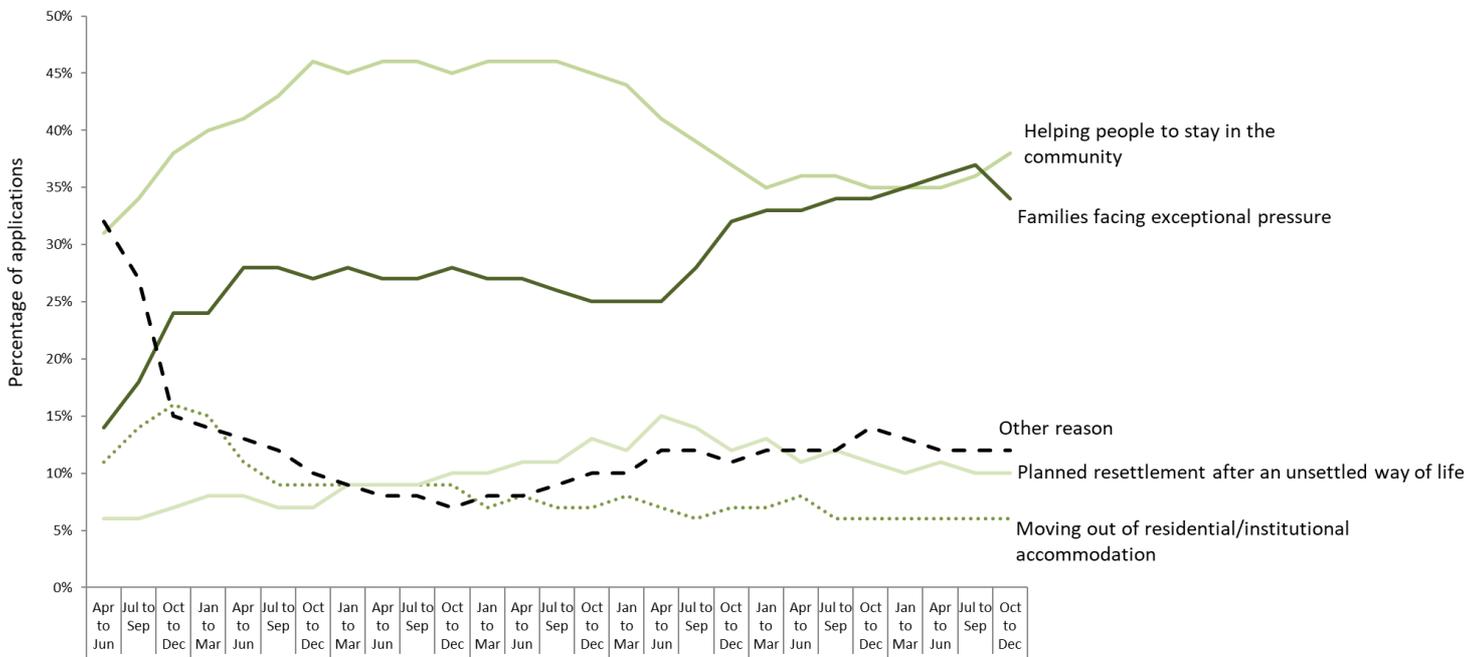


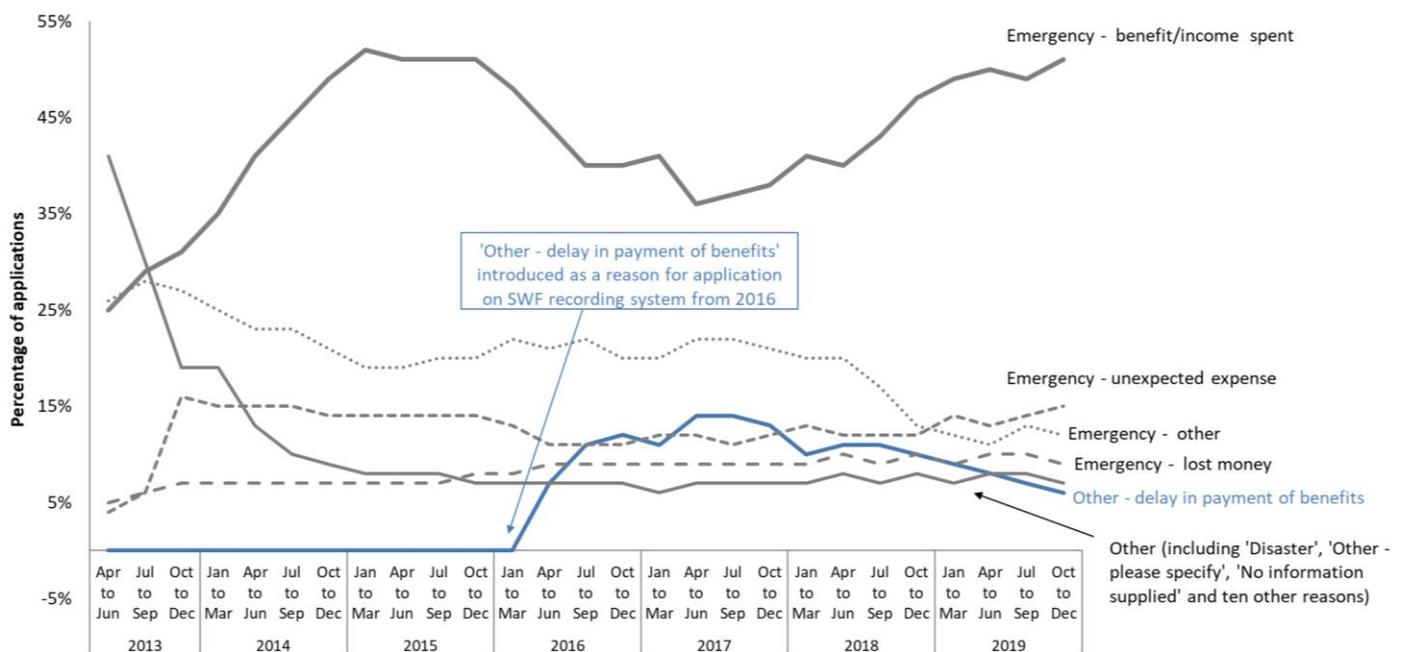
Chart 2: Reasons for Application – Community Care Grants - Quarterly



Note: “Caring for a prisoner/offender on temporary release” and “No information” are not shown – in the most recently quarter these accounted for 0% applications.

- The most common reasons for Crisis Grant applications are different types of emergency (46,205, 91% applications in the latest quarter), whereas disasters such as fires and floods are less common (270, 1% applications) (**Table 6, Chart 3**).
- Within the broader category of 'Emergency', the most common sub-reason was 'benefit/income spent' (26,005, 51% of applications) which has increased by 21% (4,545 applications) since the equivalent quarter in 2018.
- The number of applications due to delay in payment of benefits gradually increased after this reason was introduced in 2016, peaked in July to September 2017 (6,100 applications) and has decreased to 3,185 applications in October to December 2019, which was 6% of all Crisis Grant applications (**Table 6, Chart 3**).

Chart 3: Reasons for Application – Crisis Grants – Quarterly



Processing Times

- 80% of Community Care Grant applications were processed within the target time of 15 working days in the latest quarter. This is a decrease of 13 percentage points compared to the equivalent quarter in 2018 (**Table 8, Chart 4**).
- The percentage of Community Care Grants processed within 15 working days was 80% or above for all but three Local Authorities (Aberdeen City 58%, Glasgow City 35% and Shetland 77%, **Table 9**). Seven local authorities processed 100% of applications within 15 working days.

In October to December 2019 the proportion of applications to Glasgow City processed on time was lower than usual, which may have been due to increased demand.

- 96% of Crisis Grant applications were processed within the target time, by the end of the next working day, the same proportion as in the equivalent quarter in 2018 (**Table 10, Chart 5**). In the latest quarter, processing times varied from 57% in Shetland to 100% in nine Local Authorities (**Table 11**).

Chart 4: Initial Processing Times for Community Care Grants – Quarterly

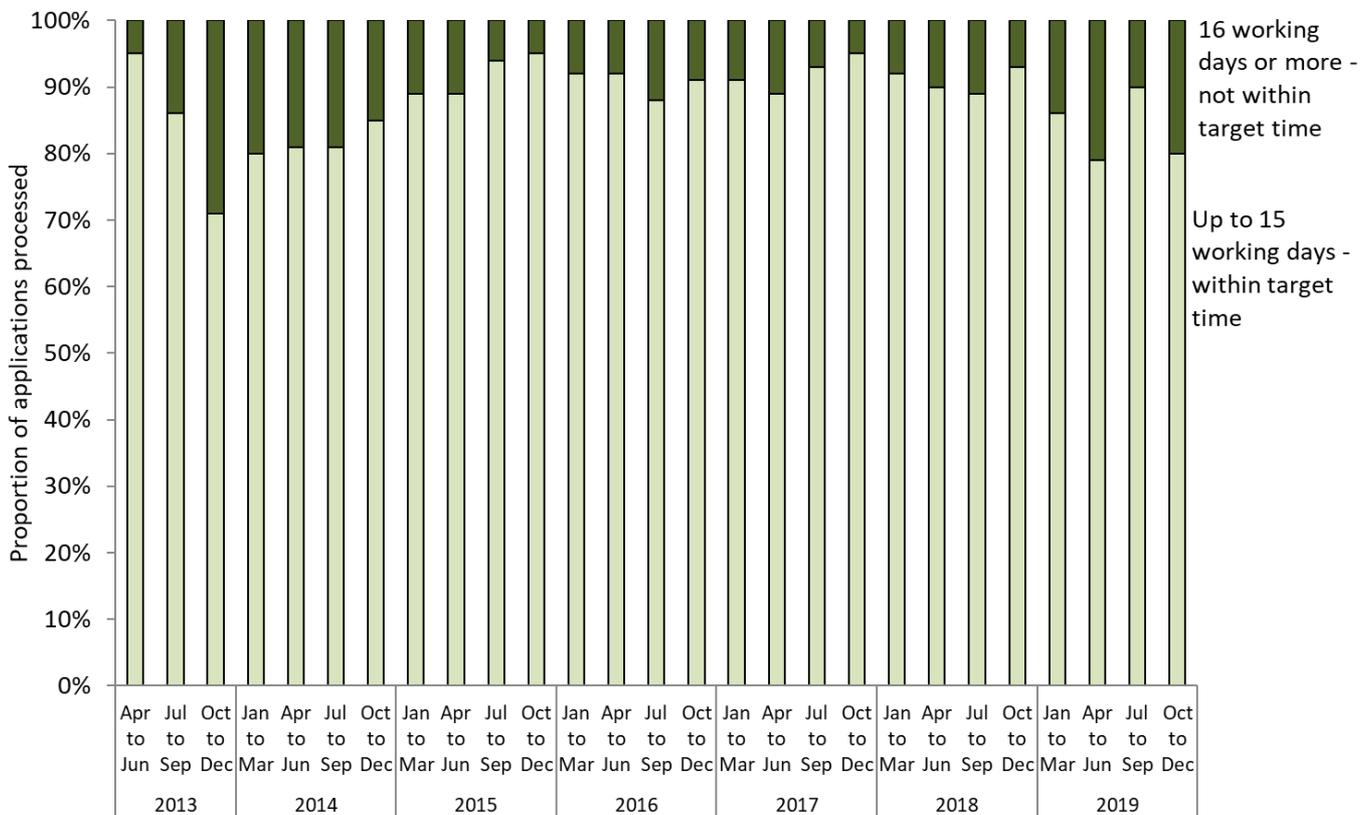
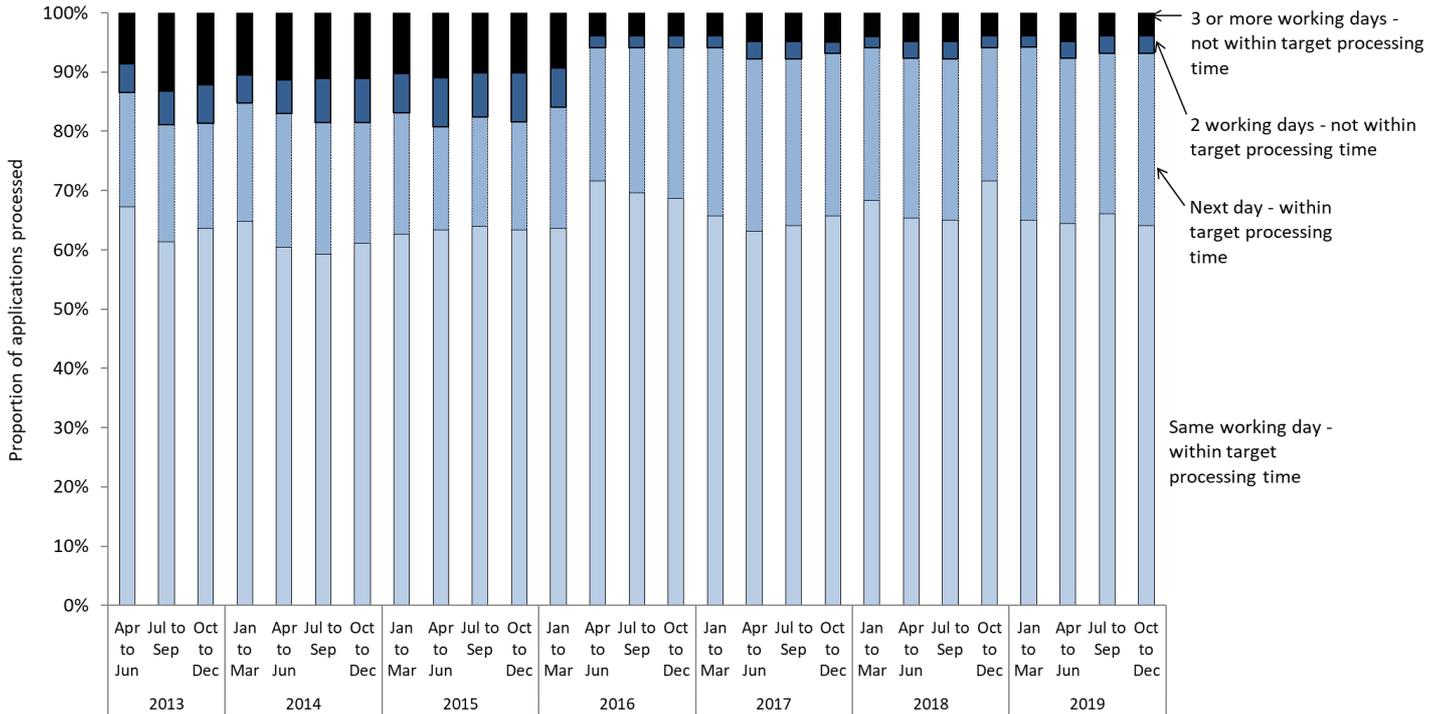


Chart 5: Initial Processing Times for Crisis Grants – Quarterly



Note: The target processing time for crisis grants changed from two working days to the end of the next working day in April 2016.

Decisions and awards

- Decisions were made on 19,425 Community Care Grant applications in the latest quarter. This figure is higher than the figure for number of applications received in the quarter, because decisions were also made on applications received in previous quarters. The decision was to make an award in 54% of cases (10,520 awards, **Chart 6**), while the remaining 46% applications were rejected (8,905 unsuccessful applications) (**Table 12**). The acceptance rate decreased by four percentage points compared to the same quarter in the previous year (**Table 14, Chart 7**). The figure for number of decisions made includes decisions made on applications received in the previous quarter.
- At Local Authority level, the greatest relative increases in Community Care Grant awards compared to the previous year was in Clackmannanshire (102% increase in awards, from 60 to 115, **Table 13**). The greatest decrease was in Orkney (54% decrease in awards from 30 to 15), followed by Falkirk (49% decrease). The highest acceptance rate was 87% in Orkney, and the lowest was 35% in Falkirk as in the previous quarter (**Table 14**). Acceptance rates fell in 22 out of 32 Local Authorities compared to the equivalent quarter in the previous year.
- Decisions were made on 51,455 Crisis Grants in the latest quarter. This figure is higher than the figure for number of applications received in the quarter, because decisions were also made on applications received in previous quarters. The percentage of successful cases was slightly higher than for Community Care Grant applications, at 64% (32,895 awards) (**Table 15, Chart 6**). The percentage of successful cases was unchanged since the previous year (**Table 17, Chart 7**).
- At Local Authority level, the greatest increase in Crisis Grant awards since the same quarter in the previous year was in Clackmannanshire (85% increase, from 325 to 600 awards) (**Table 16**). The greatest decrease in awards was in Orkney (38% decrease, from 15 to 10 awards). Acceptance rates fell in 14 out of 32 Local Authorities compared to the equivalent quarter in the previous year.

Chart 6: Number of Scottish Welfare Fund Awards – Scotland – Monthly

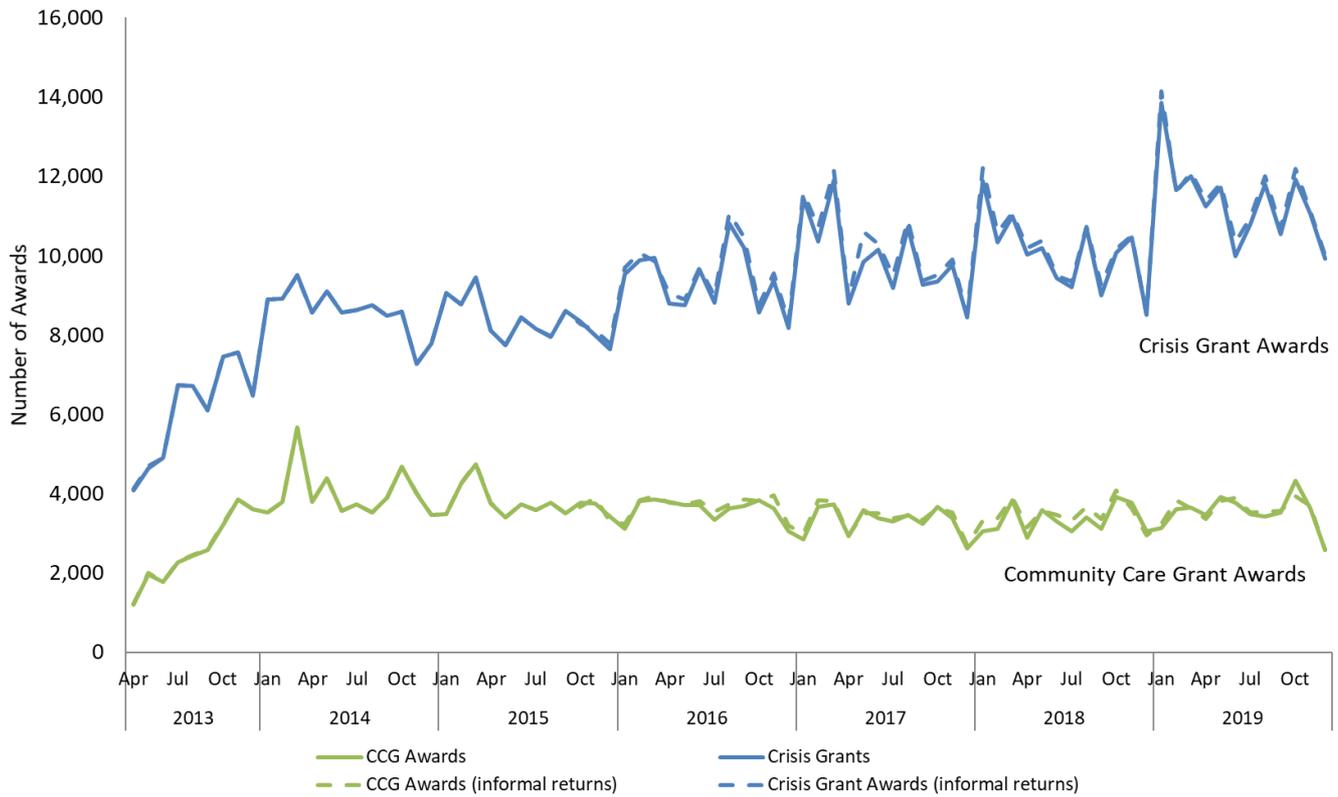
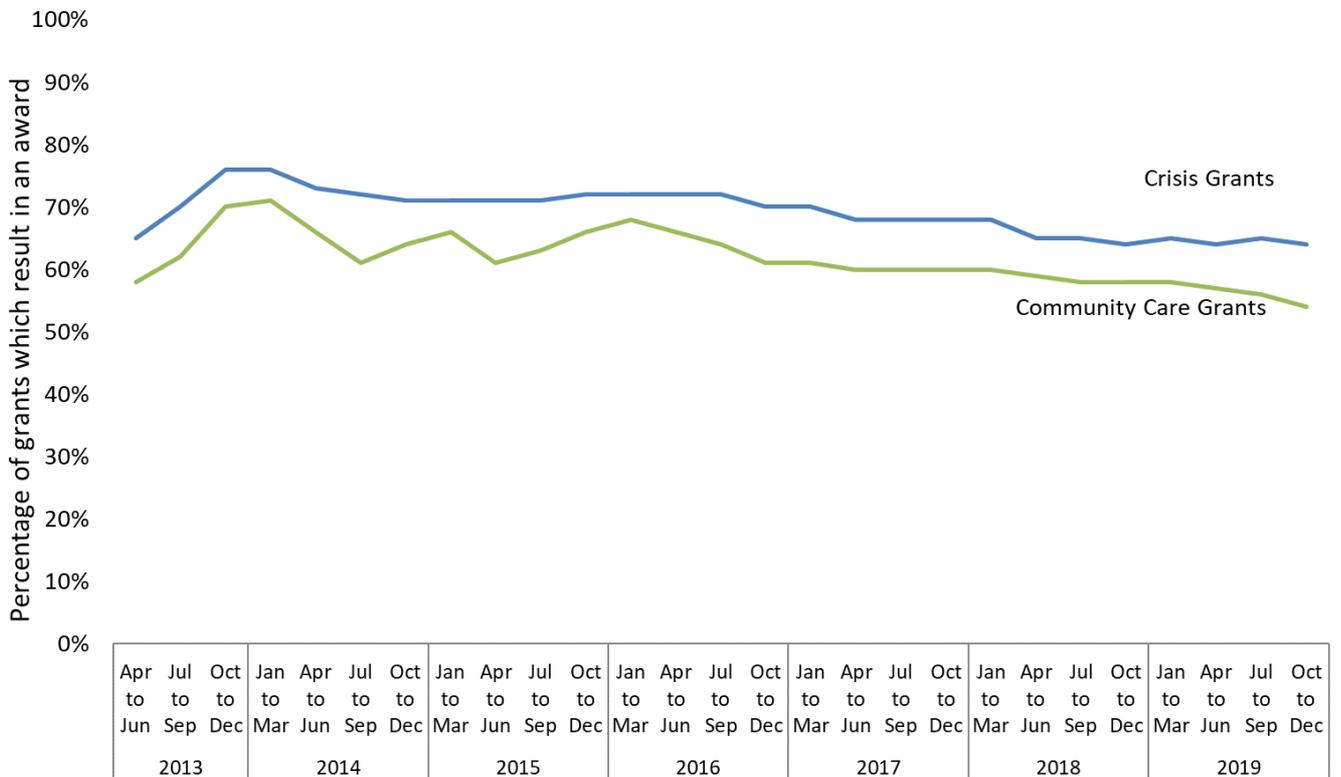


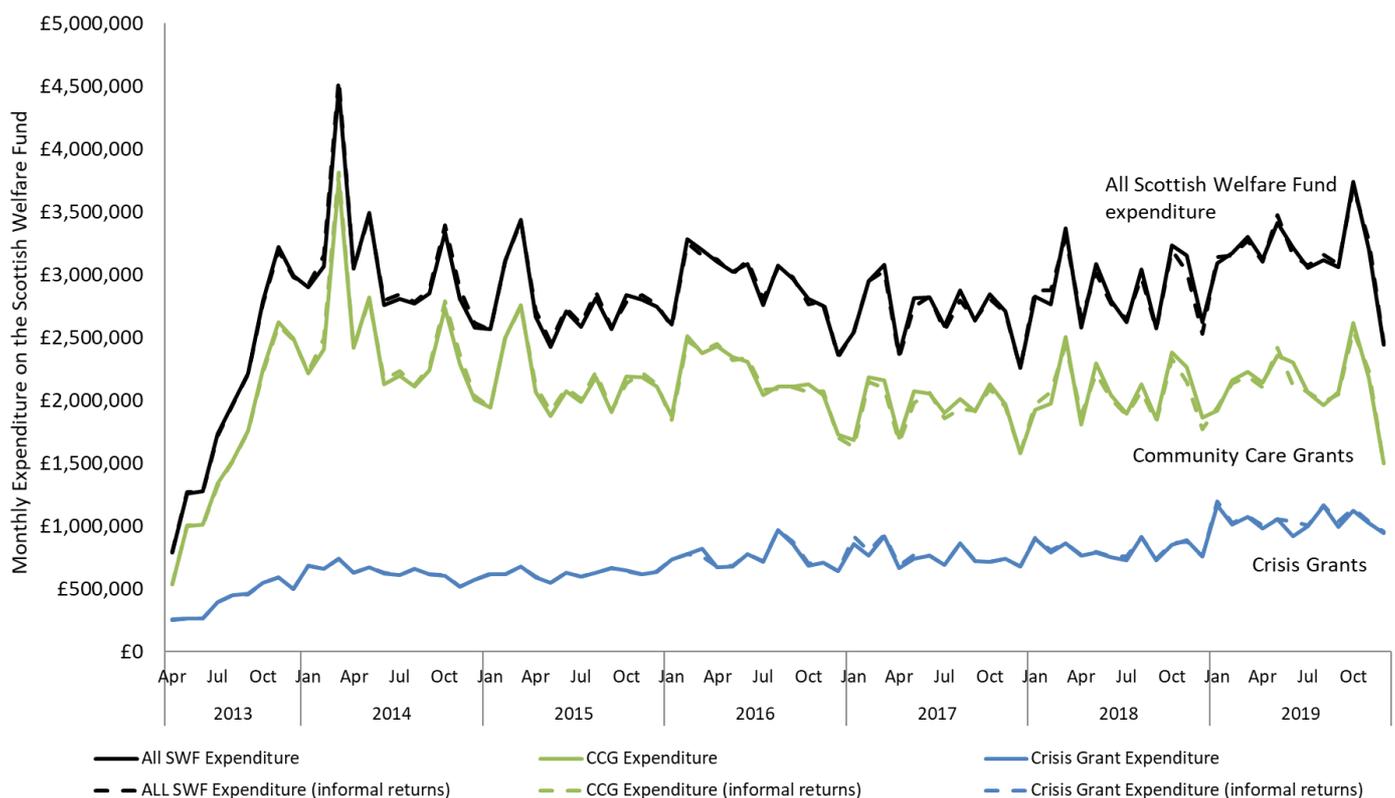
Chart 7: Community Care Grant and Crisis grant acceptance rates – Quarterly



Expenditure and budgets

- Unless otherwise stated, all expenditure information in this publication is based on the date of decision. As such it should be regarded as committed spend, rather than actual spend. Where a case has been reviewed, expenditure is assigned to the quarter of the initial decision rather than the review date. Further discussion of expenditure data quality is included in the [Data Quality](#) section of the publication.
- Local Authorities submit informal monthly returns to the Scottish Government. These returns also contain expenditure information on Community Care Grants and Crisis Grants. **Chart 8** shows that expenditure recorded in the quarterly monitoring matches closely with the information in the informal monthly returns at Scotland level. For most Local Authorities there is agreement between the monthly and quarterly returns.

Chart 8: Expenditure on the Scottish Welfare Fund – Comparison of quarterly data and informal monitoring – Scotland – Monthly



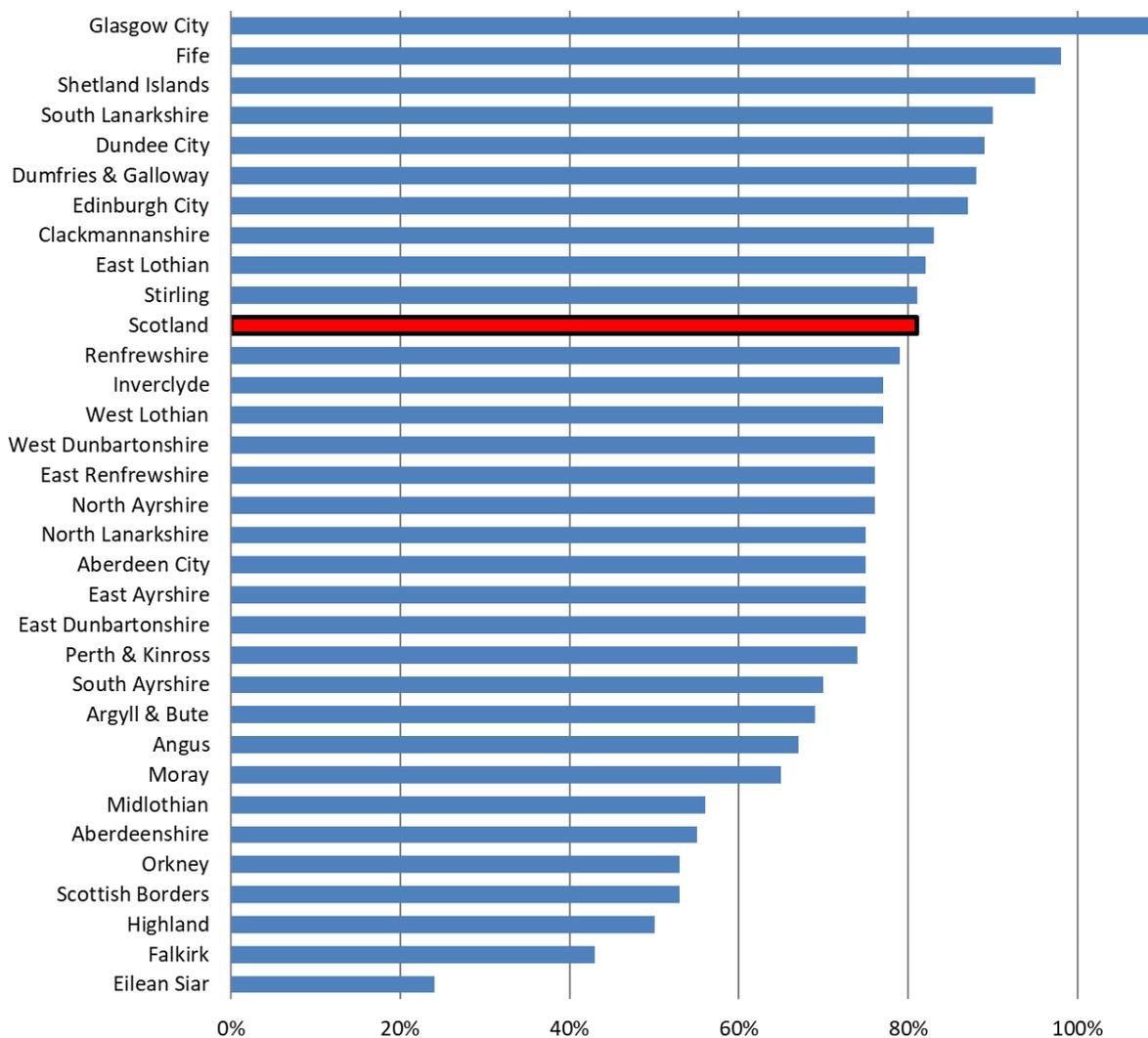
Between 1 October and 31 December 2019:

- £9.4 million was spent through the Scottish Welfare Fund, 4% more than in October to December 2019 (£9.0 million) (**Table 23, Chart 8**). Although Community Care Grants accounted for a smaller proportion of awards, they accounted for a larger proportion of expenditure (£6.3 million, **Table 23, Chart 8**), due to a high average award value (£598, **Table 12**). The

remaining £3.1 million was spent on Crisis Grants, with an average award value of £94 (**Table 15**).

- At Scotland level, expenditure on Community Care Grants has decreased by 3% since the same quarter in the previous year. At Local Authority level, this ranges from an 82% increase in expenditure in Clackmannanshire, to a 60% decrease in both Falkirk and Orkney (**Table 23**).
- At Scotland level, expenditure on Crisis Grants has increased by 24% since the same quarter in the previous year. At Local Authority level, this ranges from an 102% increase in expenditure in Clackmannanshire, to a 33% decrease in expenditure in Falkirk (**Table 23**).

Chart 9: Proportion of annual budget spent as at 31 December 2019



Proportion of 2019/20 budget spent as at 31 December 2019

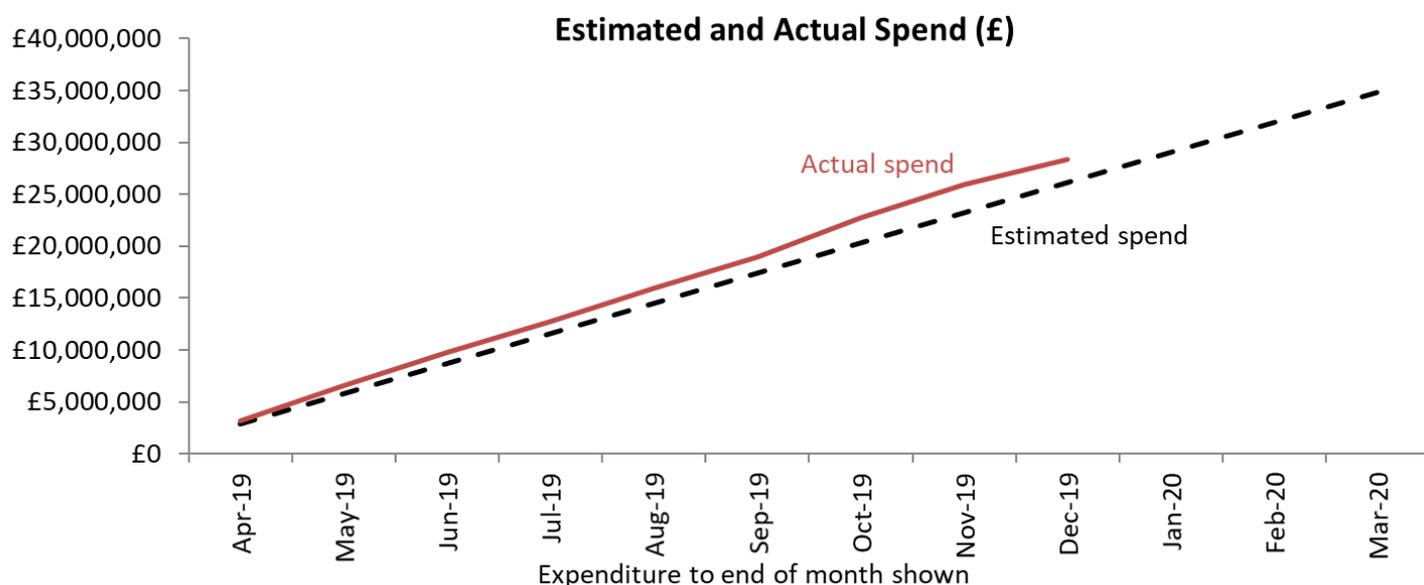
During 2019/20:

- Local authorities were allocated £33 million for Scottish Welfare Fund awards in 2019/20, and there was an estimated underspend of £1.9 million carried

forward from 2018/19 (see the [Data Quality](#) section for issues relating to estimation of underspend). Of the estimated total £34.9 million available for awards this year, £28.4 million (81%) has been spent, which is eight percentage points higher than the same point in 2018 (**Table 24, Chart 9, Chart 10**).

- At this point in the year, percentage of budget spent (including estimated previous underspend) ranges from 24% in Eilean Siar to 109% in Glasgow City (**Table 26, Chart 9**). Glasgow City is the only Local Authority to have spent more than their estimated budget for the year by the end of December. Local Authorities that have spent a larger proportion of their estimated budget for the year may have committed to spending additional funds on awards that are not accounted for in the estimated budget.

Chart 10: Cumulative Expenditure on the Scottish Welfare Fund – Monthly



Housing costs within Universal Credit:

- From 1 April 2017, the UK Government introduced a change to the entitlement for housing costs within Universal Credit (UC), resulting in people aged 18-21 years no longer being eligible, unless the individual is covered by an exemption². The policy applies to new claimants, claiming UC on or after 1 April 2017, in an area using the full, digital service. To mitigate against this, the Scottish Government extended the Scottish Welfare Fund on an interim basis to provide Community Care Grants to 18-21 year olds affected by this change³. Based on management information supplied to Scottish

² <https://www.gov.uk/guidance/housing-costs-for-18-to-21-year-olds>

³ <http://www.gov.scot/Topics/People/fairerscotland/scottishwelfarefund/socialfund/18to21assistancewithhousingcosts>

Government by Local Authorities, these grants amounted to around £14,000 from 1 April 2017 to 31 December 2018. Applications, awards, expenditure and review data relating to these grants have been excluded from the rest of this publication. On 5 November 2018 the UK Government laid regulations coming into force on 31 December 2018 revoking the removal of assistance with housing costs for those aged 18-21. We have not received any further management information on these grants since December 2018.

Family Reunion Crisis Grants:

- Delivery of Family Reunion Crisis Grants commenced on 14 May 2018. The grants support refugee families arriving in Scotland under family reunion rules to settle with their family member already resident in the Local Authority area. Applicants can apply for both Crisis Grants and Community Care Grants through this scheme. Based on management information supplied to Scottish Government by Local Authorities, these grants have amounted to around £119,000 from 14 May 2018 to 31 December 2019.

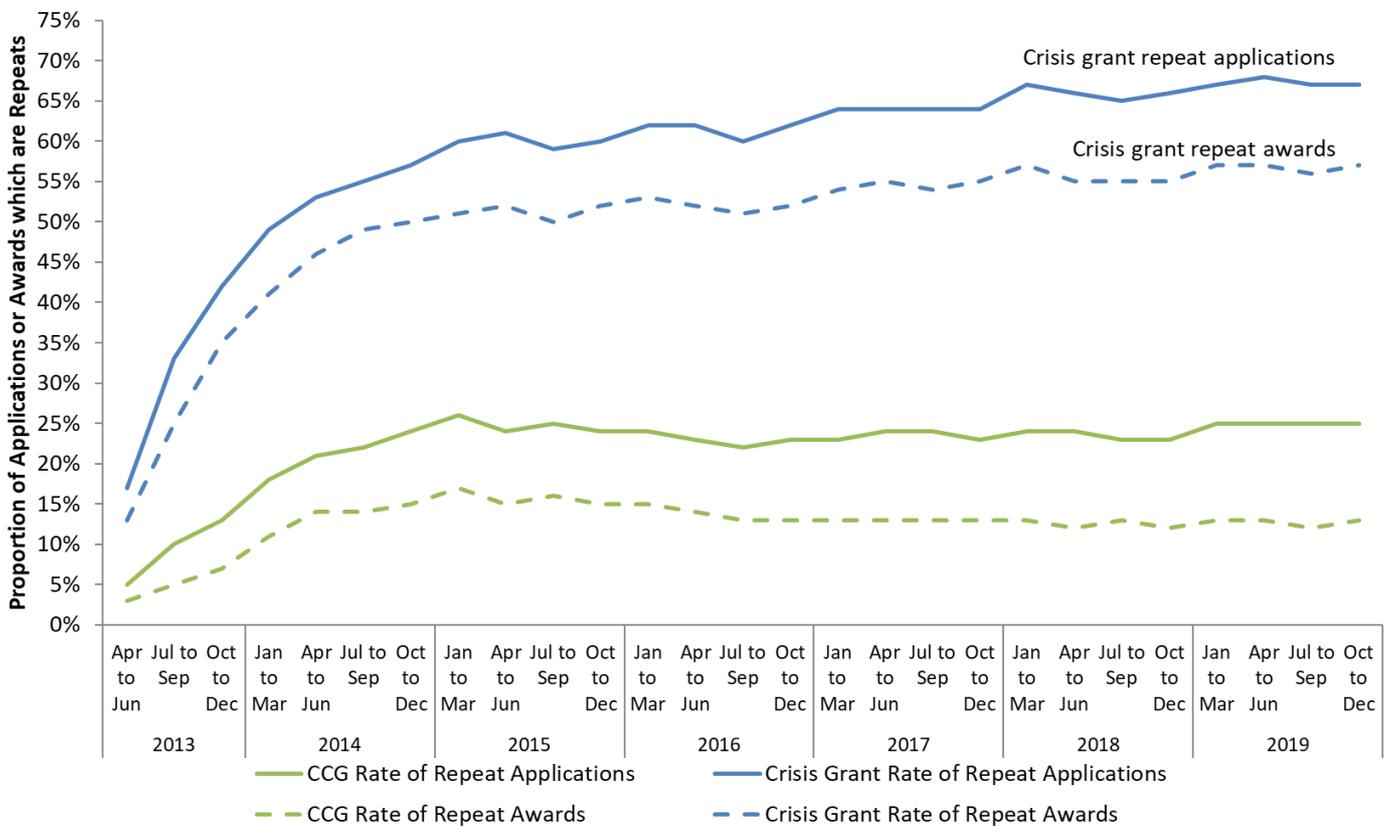
Items and Payments

- In the latest quarter the most common Community Care Grant expenditure was on floor coverings (12,745, 22% of items), beds and bedding (12,660, 23% of items in total), and kitchen appliances such as cookers, fridges, freezers and washing machines (15,200, 27% of items in total) (**Table 27**).
- The most common Crisis Grant expenditure was on food, essential heating expenses and other living expenses (**Table 29**). Food accounts for 57% of Crisis Grant expenditure, and has increased by 24% since the previous year (**Table 30**). Essential heating costs accounted for 22% of crisis grant expenditure and increased by 30% since the previous year (**Table 30**).
- The most common payment method for Community Care Grants remained provision of new goods (54% of payments, **Table 31**). For Crisis Grants cash remained the most common payment method (43% payments) (**Table 32**).

Repeat Applications and Awards

- There is a higher rate of both repeat applications and repeat awards for Crisis Grants compared to Community Care Grants (**Chart 11**).
- In the latest quarter, a quarter of Community Care Grant applications were repeats (25%, **Table 40**) compared with just over two thirds of Crisis Grant applications (67%, **Table 42**).
- For awards, 13% of Community Care Grant awards were repeats (**Table 41**), compared with over half of Crisis Grants (57%, **Table 43**).

Chart 11: Repeat applications and awards for Community Care Grants and Crisis Grants – Quarterly



Reviews

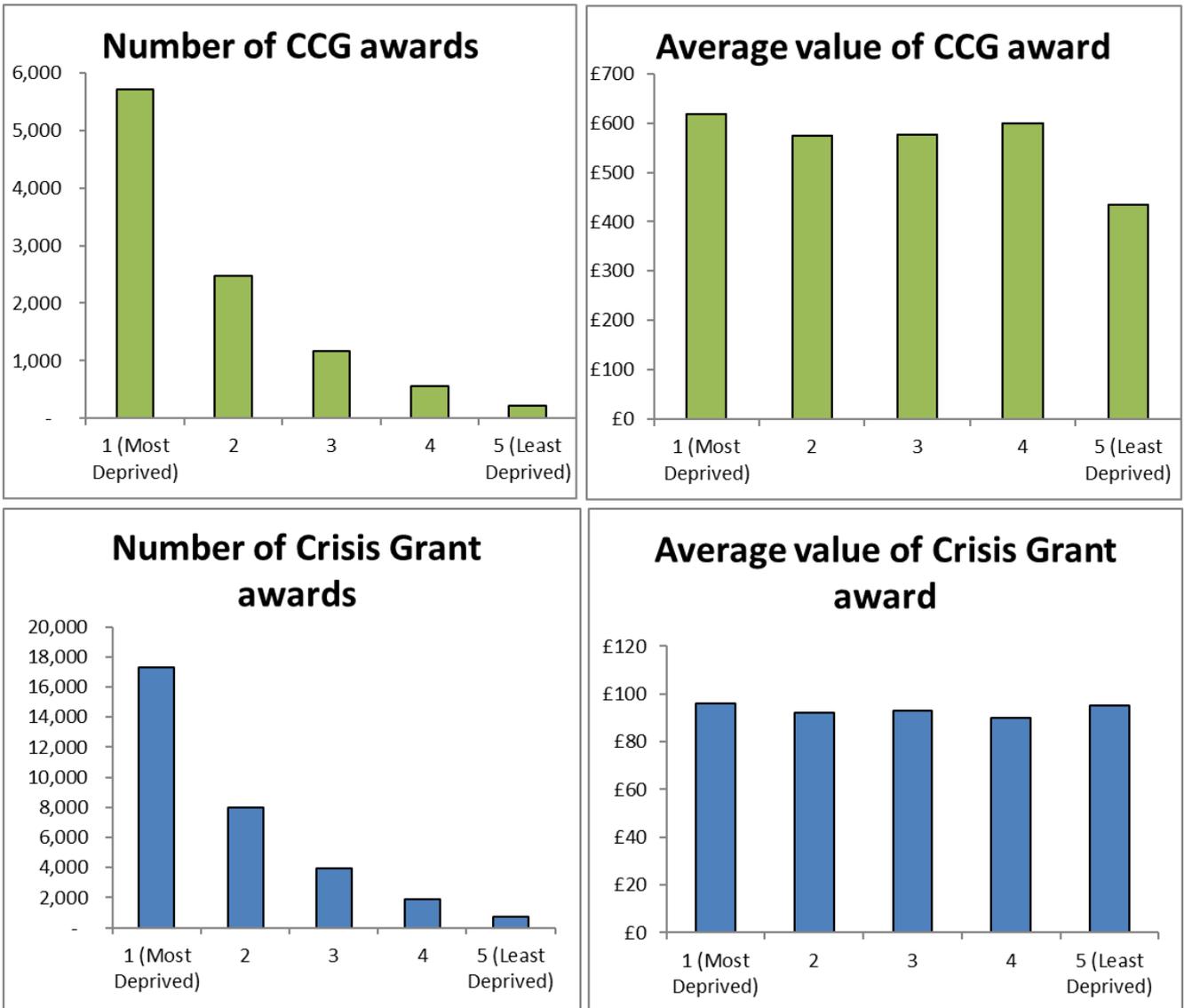
- Since April 2013, there have been 22,350 Tier 1 reviews for Community Care Grants, and 18,950 for Crisis Grants (**Table 33**)⁴. Just under half of decisions have been revised at this stage for both Community Care Grants (47%) and Crisis Grants (45%) (**Table 34**).
- Since April 2013, 76% of Tier 1 reviews for Community Care Grants have been made within the 15 working day target, while 88% of Tier 1 reviews for Crisis Grants have been made within the two working day target (**Table 35**). East Ayrshire have been unable to supply information on review processing times for reviews to September 2018, which accounts for a further 2% Community Care Grants and less than 1% Crisis Grants.

⁴ These figures do not include Tier 1 reviews for East Ayrshire for 2013.

Scottish Index of Multiple Deprivation

- Scottish Welfare Fund awards tend to go to applicants living in more deprived areas of Scotland. Around one in five people in Scotland live in the 20% most deprived areas in Scotland, as defined by the Scottish Index of Multiple Deprivation (SIMD). However, in the latest quarter over half of Community Care Grants (54%) and Crisis Grants (53%) were awarded to applicants living in these areas. In comparison, around 2% of Community Care Grants and 2% of Crisis Grants were awarded to applicants from the 20% least deprived areas (**Table 36, Table 37, Chart 12**).
- Community Care Grant applicants in more deprived areas also tend to receive a higher average award value than applicants in less deprived areas (**Table 36, Table 37, Chart 12**). In the latest quarter, Community Care Grant applicants in the 20% most deprived data zones received an average award that was around £183 higher than applicants in the 20% least deprived data zones (£618 compared to £435, **Chart 12**). For Crisis Grants, average awards were similar across the different SIMD rankings (**Chart 12**).

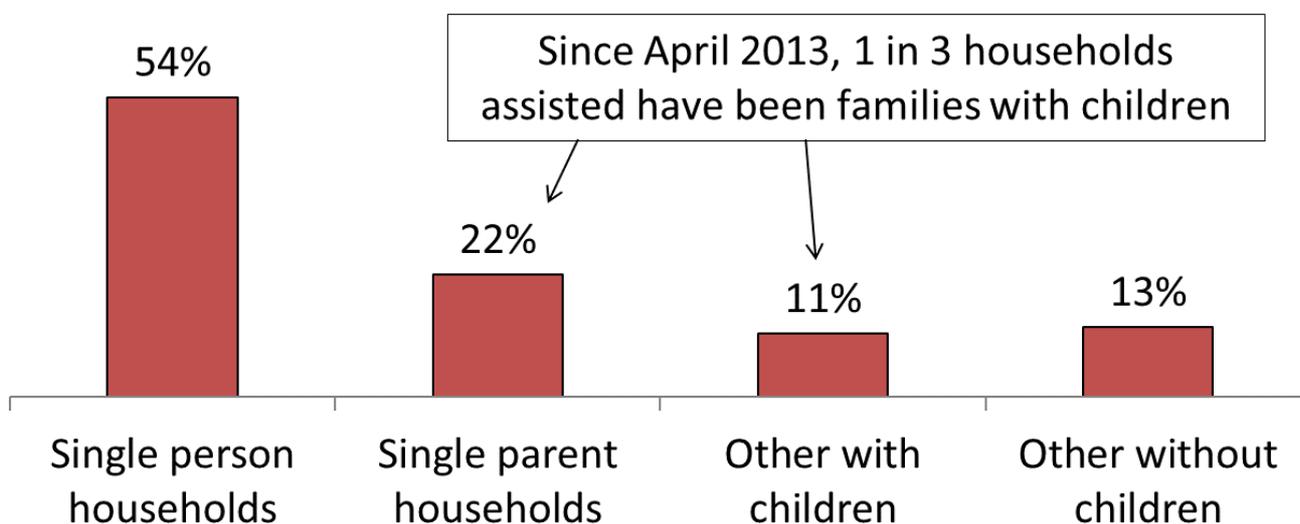
Chart 12: Distribution of awards and average award value by SIMD 2016 Quintile rankings of applicant's postcode – latest quarter



Characteristics of Households in Receipt of Awards

- Since the scheme began in April 2013, 367,175 unique households received at least one award from the Scottish Welfare Fund. Based on the most recent award received by these households, more have received a Crisis Grant (264,840) than a Community Care Grant (202,120) (**Table 38a**).
- Since the scheme began in April 2013, of the 367,175 unique households which have received at least one award, over half were single person households, and over a fifth were single parent households (**Table 38b, Chart 13**). In comparison, the latest household estimates for Scotland indicate that only 36% households are single people, and 5% households are single parent families⁵. Less than a quarter of households receiving awards were couples, couples with children or other types of household, whereas over half of households in Scotland are estimated to fall into these categories.
- In total since the scheme began around a third (34%) of households receiving awards have contained children (**Table 38b**). Of the total £228.5 million which has been awarded, £96.5 million has been awarded to households containing children.

Chart 13: Household types of unique households receiving funds from the Scottish Welfare Fund – all time



⁵ National Records of Scotland 'Estimates of Households and Dwellings in Scotland, 2018', <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/households/household-estimates/2018>

Background

On 1 April 2013, the Department for Work and Pensions (DWP) abolished two elements of the Social Fund - Community Care Grants and Crisis Loans - and transferred funds previously spent on them to Scottish Ministers. In its place, the Scottish Government established the Scottish Welfare Fund. The Scottish Welfare Fund is a national grant scheme run by Local Authorities, based on [guidance](#) from Scottish Ministers. The guidance has been developed in partnership with COSLA, Local Authorities and other stakeholders.

The objectives of the scheme are to:

- provide a safety net in a disaster or emergency, when there is an immediate threat to health or safety.
- enable people to live independently or continue to live independently, preventing the need for institutional care.

There are two types of grants in the Scottish Welfare Fund – Crisis Grants, and Community Care Grants.

A Crisis Grant aims to help people on a low income who are in crisis because of a disaster or an emergency. A disaster is something like a fire or a flood. An emergency might be when money has been stolen.

A Community Care Grant aims to:

- help people establish themselves in the community following a period of care, where circumstances indicate that there is a risk of the person not being able to live independently without this help.
- help people remain in the community rather than going into care where circumstances indicate that there is a risk of the person not being able to live independently without this help.
- help people set up home in the community, as part of a planned resettlement programme, following an unsettled way of life.
- help families facing exceptional pressures, with one-off items, like a cooker or a washing machine.
- help people to care for a prisoner or young offender on release on temporary licence.

The Scottish Welfare Fund is a discretionary, budget-limited grant scheme that prioritises applications according to need. It provides grants that do not have to be repaid. It does not provide loans.

The DWP transferred the funding spent in Scotland on its Community Care Grants and Crisis Loans for Living Expenses to the Scottish Government. For 2013/14 and 2014/15 this amounted to £23.8 million. The Scottish Government topped this amount up by a further £9.2 million, giving the Scottish Welfare Fund a total budget of £33 million for both these years. This level has been maintained at £33 million from 2015/16 to 2019/20 by the Scottish Government. Local Authorities have been able to top this up with their own funds, together with any underspends carried forward from previous years. There is no statutory limit on the amount of money which can be spent on the Scottish Welfare Fund.

In 2020/21 the programme budget for the Scottish Welfare Fund was increased to £35.5 million. In addition, £22 million was added in response to COVID-19, with a further £23 million held in reserve, to be targeted where it is needed later in the year. This publication does not cover applications made to the Scottish Welfare Fund relating to COVID-19. The next update of this publication will include applications received in January to March 2020.

The Scottish Welfare Fund was introduced on an interim basis for the first three years, prior to setting the Fund out in law. The [Welfare Funds \(Scotland\) Act 2015](#) received Royal Assent on 8 April 2015 and placed the Scottish Welfare Fund into law from 1 April 2016. The Act is supported by the [Welfare Funds \(Scotland\) Regulations 2016](#), and statutory guidance.

Local Authority delivery

- Local Authorities have the discretion to provide support in different ways. Not all grants will be cash payments. They may provide vouchers, a fuel card, or goods if they think that is the best way to meet the need.
- Local Authorities also have discretion on where in their organisation they process applications and how they link the scheme to existing services.
- A Local Authority may provide assistance out of its SWF only to a person who is resident in the Local Authority area, is about to become resident in the Local Authority area, or a person who is homeless. Applicants should apply to the appropriate Local Authority. The application process will depend on the Local Authority's approach to wider service delivery and the infrastructure it has in place. Local Authorities must make provision for applications to be taken via three delivery channels, for example, online, on the phone and face-to-face.
- Details of applications, how they were processed, and the outcomes and expenditure associated with applications are stored on Local Authorities' IT systems. Four IT companies provide IT systems which underpin the provision of the Scottish Welfare Fund.

Application process

- Applications are processed by decision makers within Local Authorities. Scottish Government produces statutory guidance to provide a framework for decision makers to promote consistency in decision making. In making decisions, Local Authorities need to balance the needs of the applicant against the remaining budget. Joint applications for a Crisis Grant and Community Care Grant are treated as two separate applications. In these statistics they are also counted as two separate applications. It is for the Local Authority to determine whether a grant should be made as a Crisis or a Community Care Grant. If an applicant applies for one, the Local Authority may decide to award the other if it is more appropriate to the applicant's circumstances.
- Applicants can make repeated applications for the Scottish Welfare Fund. A Local Authority does not need to consider an application if a person has applied for a Community Care Grant or a Crisis Grant for the same items or services within the last 28 days, where a decision has already been made and there has not been a relevant change of circumstances. Additionally, the number of Crisis Grant awards should normally be limited to three per person in any rolling 12 month period across all Local Authorities, although there can be exceptions.
- An initial decision will be made on the application, either to make an award for all or some of the requested items, or to not make any award. In these statistics we refer to these outcomes as 'accepted' and 'rejected' respectively. Crisis Grants are typically made in cash or cash equivalent. Community Care Grants can be fulfilled in cash, cash-equivalent or in kind, for example by providing white goods or furnishings.
- The target time for processing applications is 15 working days after receiving all the information allowing a decision to be made for Community Care Grants and by the end of the next working day for Crisis Grants.

Review process

- If an applicant disagrees with the outcome of their application, there are two possible review stages. Firstly, a Tier 1 review will be carried out by the Local Authority. The target time for processing Tier 1 reviews is the end of the second working day for crisis reviews, and 15 working days for Community Care Grant reviews. At this point the original decision will either be 'revised' or 'not revised'.
- Following this, an independent Tier 2 review may be carried out by the Scottish Public Services Ombudsman (SPSO). Tier 2 reviews have been carried out by the SPSO since 1 April 2016 (previously this was done by Local Authorities). Information on tier 2 reviews carried out by SPSO can be found in the [SPSO's Annual Reports](#) and [Annual Statistics 2018-19](#).

Family Reunion Crisis Grants and Community Care Grants for 18-21 year olds

- Family Reunion Crisis Grants, and Community Care Grants for 18-21 year olds affected by the change to the entitlement for housing costs within Universal Credit, are processed by Local Authorities using the same IT systems as other Scottish Welfare Fund awards. We therefore receive data for these Community Care Grant applications in monthly and quarterly data returns. However, these specific types of grants are not funded through the main Scottish Government allocation for awards. Local Authorities are reimbursed separately for these awards. Local Authorities send separate quarterly returns detailing the application reference numbers of applications for Family Reunion Crisis Grants, and 18-21 year olds affected by the change to the entitlement for housing costs. We have then excluded these applications from the analysis when producing this publication and accompanying publication tables.

About the Data

How the data is collected

One month after the end of each quarter, Local Authorities are asked to submit an XML file containing the information as set out in the data specification.

The data specification for the Scottish Welfare Fund is available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-dataspec>

Guidance to help Local Authority officers to record information is available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-data-guidance>

and guidance for Family Reunion Crisis Grants at:

<https://www.gov.scot/publications/scottish-welfare-fund-family-reunion-crisis-grant-guidance/>

The data sent to Scottish Government each quarter should include all applications where an initial decision, Tier 1 review or Tier 2 review have been completed, plus any updates to previous cases (e.g. where information within a case has been revised, or a case has reached a different stage). To take account of delays between applications being received and decisions made, and retrospective changes in award values, the data cuts that are sent to Scottish Government each quarter should be sent at least a month after the end of the quarter that will be reported on.

This data is then uploaded to the Scottish Government's ProcXed⁶ website. Once the data has been validated by our software, the data is passed over to the Scottish Government's Communities Analysis Division.

Revisions

Each updated publication of statistics will include revisions to figures for previous quarters, with more recent quarters being subject to a greater degree of revision than more distant ones. There are several reasons for this:

(i) the cuts of data received by Scottish Government each quarter will include retrospective changes to past applications. For example, where the actual amount spent on an item was different to the amount initially awarded, this expenditure will be updated in the new data cut.

(ii) the cuts of data received by Scottish Government only include information about applications that have at least reached the stage of having an initial decision made. Some applications may therefore be received by the Local Authority in one quarter and decided in the next quarter. Scottish Government would only receive details about these applications in the next quarter's data cut, at which point the application will be added into the previous quarter's application statistics retrospectively.

(iii) Tier 1 and Tier 2 reviews can lead to changes in final outcome and final award amount. Where a case has been reviewed, expenditure is assigned to the quarter of the initial decision rather than the review date.

Processing times

Initial Processing Time is the number of working days between the date all information was received and the initial decision. Our count of working days counts the number of Mondays to Fridays between these two dates. No allowance is made for local holidays and bank holidays. If the date all information was provided is missing, the application date is used instead.

Households

We collect information on all people within each application. To group people into household units we filter the people table to contain only the main applicant and their partner. We ensure that there is no more than two people for each application. We generate a unique household reference based on the hashed National Insurance Number, gender and date of birth of the main applicant, and if applicable, their partner.

Repeat applications and awards

An application is defined as a repeat application if the household made another Community Care Grant or Crisis Grant application within the 12 months of the

⁶ [ProcXed.NET](#) is Scottish Government's on-line validation software that supports Local Authorities in collecting and validating data.

current application. Similarly a repeat award occurs if an award was made within 12 months of the current award. While there is no limit on the number of Community Care Grants an individual can receive in any one year, Crisis Grants are normally limited to three in a rolling 12 month period.

Data quality

To ensure the data we receive is of the highest quality, we have asked all IT providers to implement the data specification as fully as possible. The data specification includes a number of validations. These validations are provided through an XSD schema and have also been implemented into the ProcXed system. Once Local Authorities submit data to the ProcXed system, a number of validations are triggered and warning messages appear. Local Authorities may re-submit data to fix these errors or they can comment them to explain why they believe the data to be valid. On submission of the data to the Scottish Government, each Local Authority is sent a detailed automatic report showing the contents of the data and any remaining errors.

To ensure sufficient data has been submitted, we cross check all submitted data with the informal monitoring returns submitted to the Scottish Government (**Chart 6, Chart 8**). The automatic reports sent to Local Authorities contain charts which allow them to easily see if there is a discrepancy between these two data sources.

Known data issues

Missing information/delays in receiving information:

- An application is included in the quarterly data extract to the Scottish Government only when an application has been decided and when a payment has been made. For Crisis Grants, applications are less complex and payments are made quickly, resulting in almost no lag between cases being decided and being included in the data extract. However, for Community Care Grants, a large number of items may need to be ordered and payment may not occur until up to one month later, when invoices arrive. This results in a lag time between applications beginning in the Local Authority and applications being included in the extract to the Scottish Government. To rectify this problem, we are asking Local Authorities to submit data one to two months after the end of the quarter. This will ensure that, as far as possible, all relevant cases are included in the data extract.
- Some Local Authorities may not have been able to enter all of their data in time to include in this publication. Late entry of data may mean that this data appears in subsequent quarters, rather than in the quarter when the case was actually dealt with. As dates are automatically system generated, late entry of data has a knock on effect on any calculation which involves processing times or payment times.
- Some question responses may default to "Other" in some IT systems. This particularly applies for reasons for applications, rejections, reviews and

review decisions. We are currently working with IT providers and Local Authorities to ensure that the full range of questions and responses are available in all Local Authority IT systems. Some questions may not be completed at all. This includes the vulnerability and referrals questions for some Local Authorities.

Expenditure:

- Unless otherwise stated, all expenditure information in this publication is based on the date of decision. As such it should be regarded as committed spend, rather than actual spend. For example, a Local Authority may commit to purchasing floor coverings for a household and set aside money for this (on the decision date). In practice, it may be some time later before the Local Authority is invoiced and pays the money to the supplier (on the payment date). Overall, there is very little difference between analysing expenditure information using payment dates as opposed to decision dates. Where a case has been reviewed, expenditure is assigned to the quarter of the initial decision rather than the review date. This means that if the initial decision took place in 2016/17 but a review decision is made in 2017/18, all of the expenditure for the case is counted in 2016/17.
- It is possible for the value of an award to increase or decrease between the decision and payment date. For example, Local Authorities may estimate the cost of carpets and the final invoice for these may be less than originally thought. This results in money being paid back into their systems. Where we receive updated information about this change in expenditure in quarterly data returns, the statistics for previous quarters are updated to reflect this. We also receive separate reconciliations information from some Local Authorities. Over time, the expenditure data in the quarterly monitoring may exceed monies actually spent if reconciliations are not applied. Most recently, reconciliations have been applied to South Lanarkshire data from January to March 2018.
- West Lothian have indicated that the expenditure for 2013/14 is an underestimate. This appears to have been due to issues in setting up the IT system for this data collection at the start of the scheme in 2013. Information about expenditure was collected manually rather than through ProcXed and cannot now be updated. West Lothian have indicated that this has led to an ongoing underspend being calculated for the Local Authority. Additionally, other Local Authorities have indicated that the figures published for annual over- and underspend do not always match Local Authorities' own accounts.
- Where Scottish Government receive updated information about expenditure from Local Authorities, the statistics for previous quarters are updated to reflect this. However, Local Authorities have a cut off point after the end of a financial year at which point they have to produce accounts. At this point, expenditure for the year is calculated, and over- or underspend is calculated. At this point the council meets the overspend, or rolls forward the

underspend to the next financial year's budget. If there is a change in the value of an award after this date, this will not be reflected in Local Authority calculation of the available budget for the next financial year. Additionally, some Local Authorities may choose to top up the budget for the fund at the start of a financial year with additional funds.

- In previous publications, we have included funds provided by Local Authorities in the available budget, however for this version of the publication this funding has been removed from calculations. Available budget therefore only represents the amounts allocated by Scottish Government plus any underspend from previous years, and it is assumed that Local Authorities meet any overspend each year.
- Each year the discrepancies between these annual expenditure figures and Local Authorities' accounts are compounded. We are reviewing these differences and to realign our calculation of Local Authorities' over- or underspend.

Joint Community Care Grant and Crisis Grant applications:

- Households can apply for both Community Care Grants and Crisis Grants in the same application. In versions of the publication covering the period up to December 2017, total applications reported were the total number of applications recorded on Local Authority IT systems. In some Local Authorities, these applications in some cases will include both a Community Care Grant and a Crisis Grant element. However, some Local Authorities now have a facility to split a single application into the Community Care Grant and Crisis Grant elements, and treat these as two separate applications. Where Local Authorities have used this facility on their IT system, Scottish government would receive this as two separate applications, with no information about whether they had originally been made together as one application. Because of this, we have changed the methodology for how total applications to Scottish Welfare Fund are reported, from the 2017/18 publication onwards. For all Local Authorities, we now report the number of Community Care Grants and number of Crisis Grant applications added together. Therefore, joint applications for Community Care Grants and Crisis Grants will now be counted in the figures as two applications. This makes the figures for total Scottish Welfare Fund applications consistent across all the Local Authorities. In addition to the issue described above, Local Authorities have informed us that on some occasions, applicants may tick boxes on their application forms to apply for both a Community Care Grant and a Crisis Grant, but based on the types of item that have been requested, the Local Authority may process this application as only a Community Care Grant (e.g. if only flooring requested) or only a Crisis Grant (e.g. if only food requested). In these cases, the statistics in this publication reflect the way in which an application has been processed by the Local Authority, rather than the original tick boxes selected by an applicant.

Payment Methods:

- An error in data processing was discovered in regard to the Payment Method categories of 'Cash alternative' and 'Payment into bank'. This error has now been fixed and the time series has been revised to reflect this update.

Reviews:

- Orkney are unable to supply Tier 1 review information via the ProcXed system. Orkney have supplied full details about all reviews carried out separately, however numbers are small.
- East Ayrshire were unable to submit data on Tier 1 reviews via the ProcXed system until July 2018, but were able to supply summary information about numbers of review applications and decisions separately for 2014 onwards, which is included in the publication tables. From July 2018 onwards East Ayrshire have supplied full review information via ProcXed.

Improvements:

- We are working with Local Authorities to make the data more consistent across data fields and Local Authorities. We are reviewing how Local Authorities interpret the guidance and record information and also identifying issues that are due differences in IT systems.

Comparisons with other UK Statistics

Annual reports by the Secretary of State for Work and Pensions on the Social Fund for the period prior to 1 April 2013 are available from the Department for Work and Pensions. The most recently available report can be found at:

<https://www.gov.uk/government/publications/annual-report-by-the-secretary-of-state-for-work-and-pensions-on-the-social-fund-2012-to-2013>

On 1 April 2013, the Department for Work and Pensions devolved the responsibility for Community Care Grants and Crisis Loans to the Scottish Government, the Welsh Government and directly to English Local Authorities.

As a single national scheme covering the UK is no longer in operation, comparable statistics for other parts of the UK are not available.

An Official Statistics publication for Scotland

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Correspondence and enquiries

For enquiries about this publication please contact:

Amelia Brereton - Telephone: 0131 244 5464

Social Security Statistics

e-mail: SocialSecurityStats@gov.scot

For general enquiries about Scottish Government statistics please contact:

Office of the Chief Statistician, Telephone: 0131 244 0442,

e-mail: statistics.enquiries@scotland.gsi.gov.uk

How to access background or source data

The data collected for this statistical bulletin:

are available in more detail through statistics.gov.scot

are available via an alternative route. Summary tables are available at:

<https://www.gov.scot/publications/scottish-welfare-fund-statistics-update-to-31-december-2019>

may be made available on request, subject to consideration of legal and ethical factors. Please contact SocialSecurityStats@gov.scot for further information.

cannot be made available by Scottish Government for further analysis as Scottish Government is not the data controller.

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