

EQUALITY, POVERTY AND SOCIAL SECURITY

Scottish Welfare Fund Statistics: Update to 30 September 2018

Users should be aware that for North Lanarkshire in the latest quarter, the figures are missing community care grant applications for which there has been a delay in processing the application, which has meant that the applications were not included in the latest quarterly data return. North Lanarkshire have indicated that around 290 applications are missing from the quarterly data return. Details about them will be sent to Scottish Government with the next quarterly data return, and the statistics for July to September 2018 will be updated. We are working with the local authority to resolve this issue. This issue previously affected the 2017/18 annual publication and April to June 2018 publication. Applications which were missing from these publications have now been included in this most recent publication.

Introduction

This publication provides information on the Scottish Welfare Fund for the latest quarter, 1 July to 30 September 2018. It also contains information from previous financial years dating back to 1 April 2013, when the scheme commenced its operation. 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: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/swf>.

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 30 September 2018, 316,095 individual households have received awards totalling £181.6 million. A third of households receiving an award were families with children, while just over half were single person households with no children.
- From July to September 2018, Local Authorities received 16,735 applications for Community Care Grants (1% fewer than the equivalent quarter last year), made 9,495 awards (5% fewer than the previous year), and the acceptance rate was 58% (two percentage points lower than last year). Expenditure on Community Care Grant awards totalled £5.8 million, which is less than a 1% increase compared to last year. The average award was £615.
- From July to September 2018, Local Authorities received 44,530 applications for Crisis Grants (4% more than the previous year), made 28,950 awards (1% less than the previous year), and the acceptance rate was 65% (three percentage points lower than last year). Expenditure on Crisis Grant awards totalled £2.4 million, 5% more than last year. The average award was £82.

¹ For more information on experimental statistics please see:

<http://www.statisticsauthority.gov.uk/news/assessment-and-designation-of-experimental-statistics.html>

- In the latest quarter, 89% of Community Care Grant applications and 95% Crisis Grant applications were processed within the target time limits.
- Local authorities were allocated £33 million for Scottish Welfare Fund awards in 2018/19, and there was an estimated underspend of £2.3 million carried forward from 2017/18. Of the estimated total £35.3 million available for awards this year, £16.7 million (47%) has been spent, which is the same proportion as this time last year.
- Since April 2013, there have been 17,940 Tier 1 reviews for Community Care Grants, and 11,775 for Crisis Grants. Just under half of decisions have been revised at this stage for both Community Care Grants (47%) and Crisis Grants (47%).

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Background to the Scottish Welfare Fund

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 2018/19 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.

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.

Applications

- From July to September 2018, a total of 61,265 applications to the Scottish Welfare Fund were received (**Table 1**), the majority were for Crisis Grants (44,530, **Table 3**), and a smaller proportion were for Community Care Grants (16,735, **Table 2**). North Lanarkshire have indicated that this figure may not include all Community Care Grant applications made during the quarter, see the [Data Quality](#) section for further details. From the 2017/18 publication onwards, we have changed our method for calculating total applications, and now split all joint applications for Community Care Grants and Crisis Grants into two applications for the statistics. This is described further in the [Data Quality](#) section.
- Compared to the equivalent quarter last year, the number of Community Care Grant applications decreased by 1% (105) (**Table 2, Chart 1**), although this may have been partly driven by missing applications in North Lanarkshire, where the figures currently show 420 fewer applications than the equivalent quarter last year. Excluding North Lanarkshire, the number of Community Care Grant applications in the remaining 31 local authorities increased by 2% compared to the same quarter last year, varying from a 130% increase in Eilean Siar (from ten to 25 applications) to a 19% decrease in Argyll and Bute (**Table 2**). Community Care Grant applications increased by 20% or more in seven local authorities.
- Compared to the same quarter last year, the number of Crisis Grant applications increased by 4% (1,620) (**Table 3, Chart 1**). At Local Authority level this varied from a 20% decrease in Shetland (from 40 to 35 applications) to a 75% increase in East Renfrewshire (**Table 3**). Crisis grant applications increased by 20% or more in eight local authorities.
- 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’ remains the most common reason for Community Care Grant applications in the latest quarter (36% applications), although the number of applications for this reason have decreased by 8% since the same quarter last year (**Table 4, Chart 2**). The number of applications due to the second most frequent reason, ‘Families facing exceptional pressure’, increased by 21% since the same quarter last year.
- The most common reasons for Crisis Grant applications are different types of emergency (86% applications in the latest quarter), whereas disasters such as fires and floods are less common (1% applications) (**Table 6, Chart 3**). 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 4,825

applications in July to September 2018, which was 11% of all Crisis Grant applications (**Table 6, Chart 3**).

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

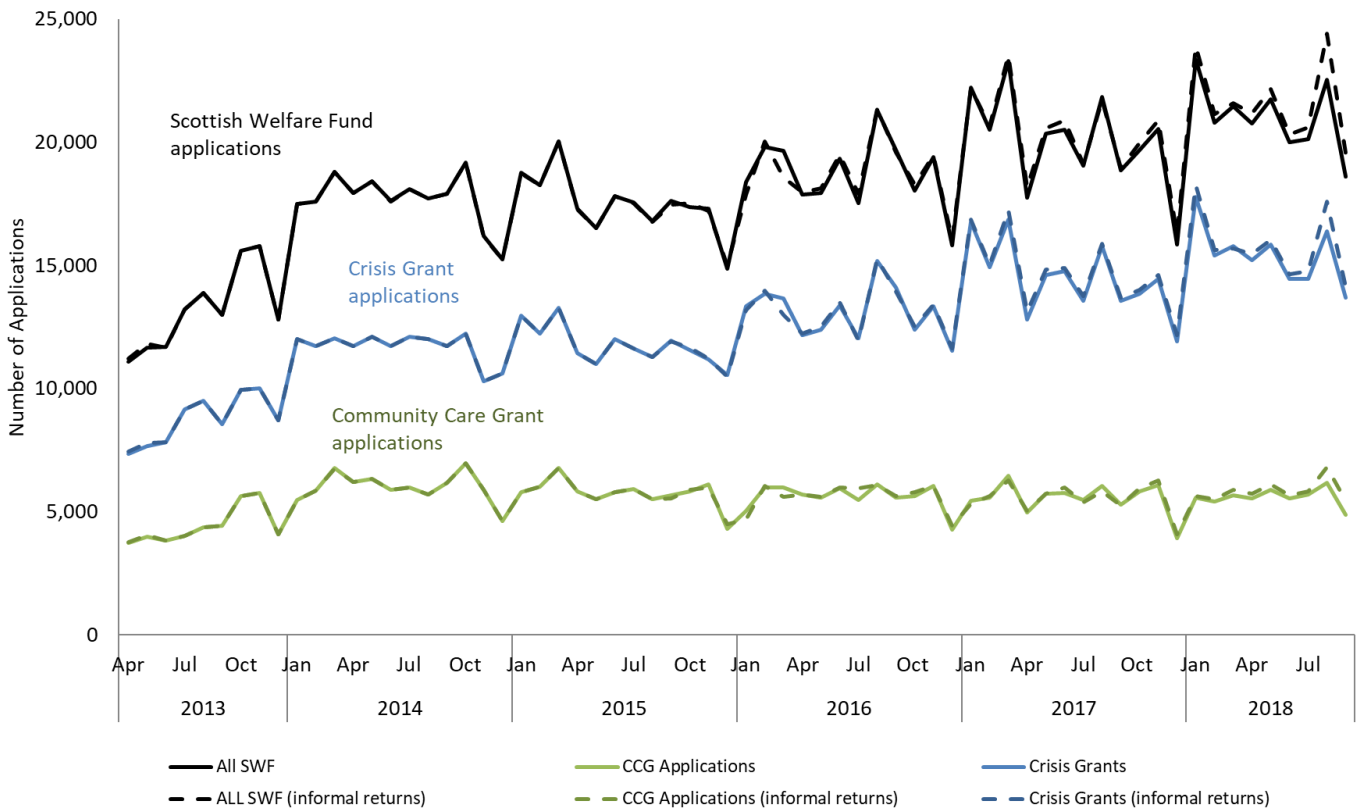


Chart 2: Reasons for Application – Community Care Grants - Quarterly

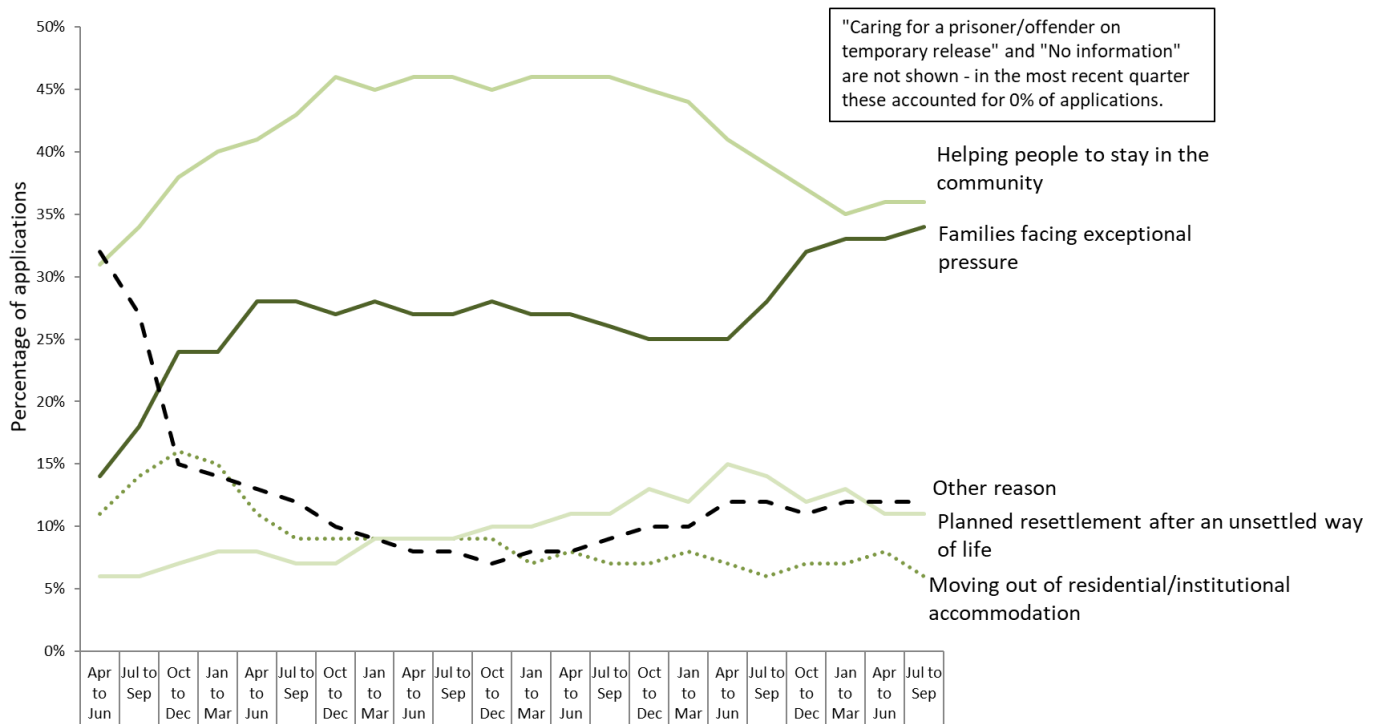
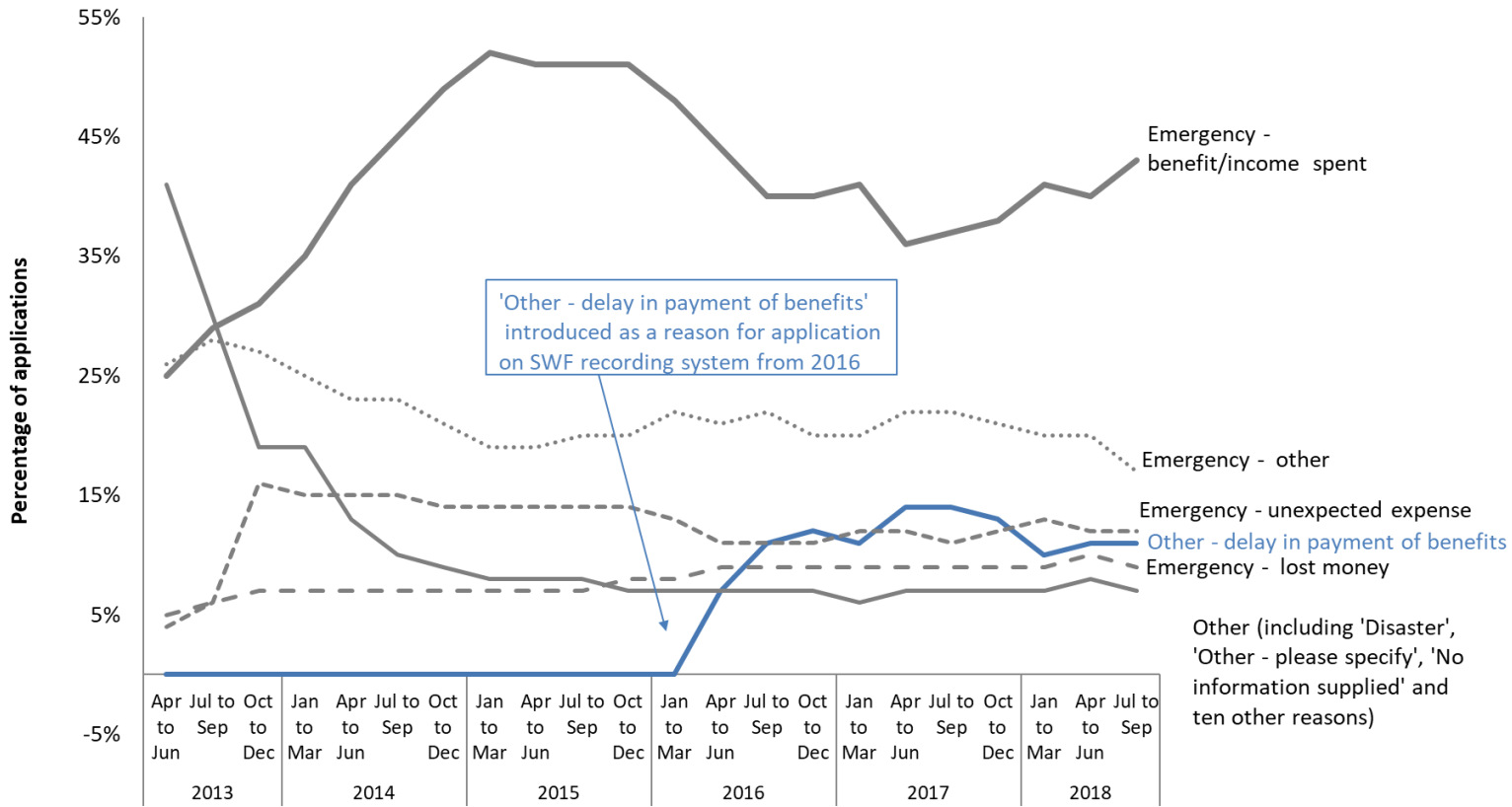


Chart 3: Reasons for Application – Crisis Grants – Quarterly



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.
- 89% of Community Care Grant applications were processed within the target time of 15 working days in the latest quarter. This is a decrease of four percentage points compared to the equivalent quarter last year (**Table 8, Chart 4**). In the latest quarter, processing time varied by Local Authority, from 61% in Orkney to 100% in five Local Authorities (**Table 9**).
- 95% Crisis Grant applications were processed within the target time, by the end of the next working day, which is the same as the equivalent quarter last year (**Table 10, Chart 5**). In the latest quarter, processing times varied from 76% in Shetland to 100% in four Local Authorities (**Table 11**).

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

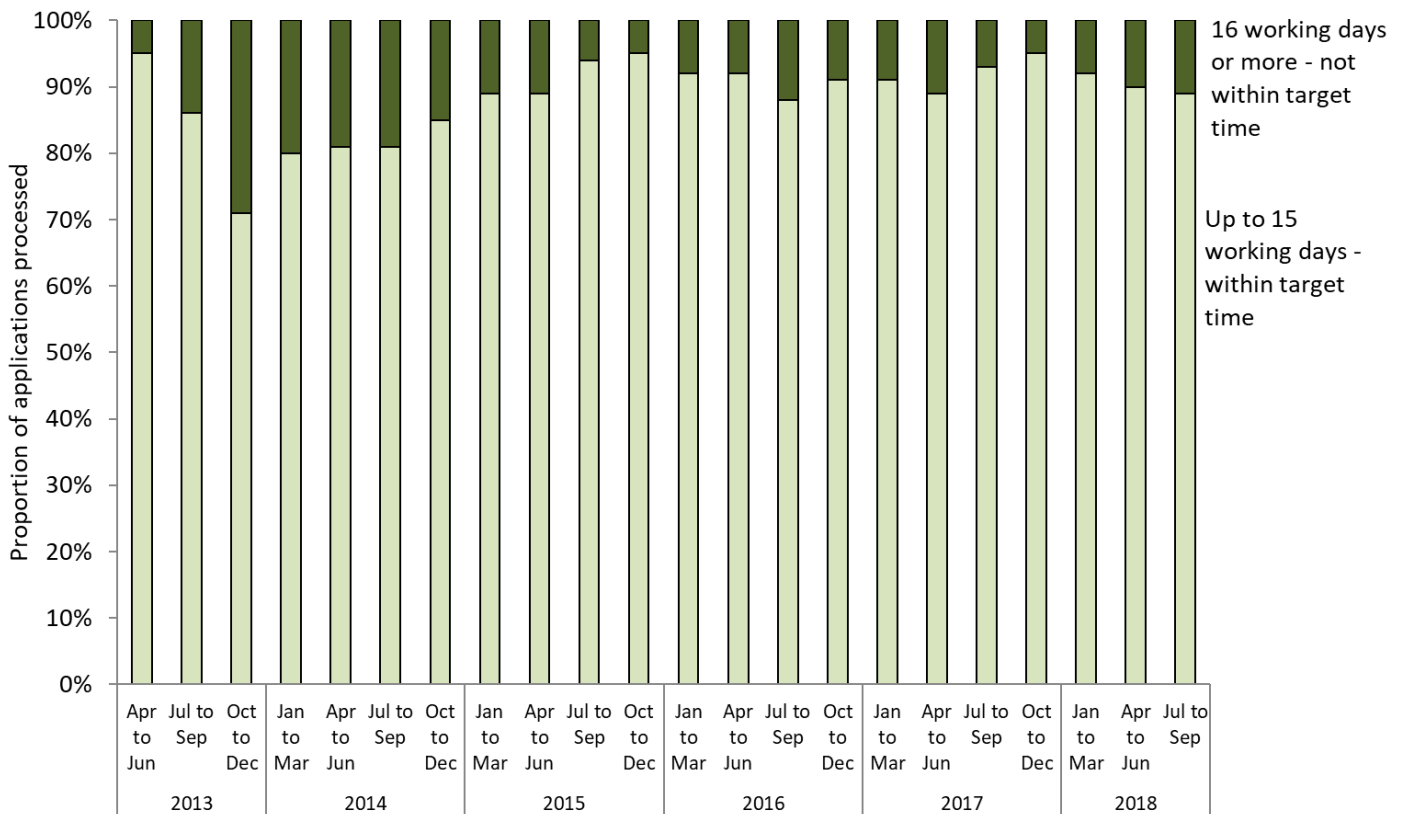
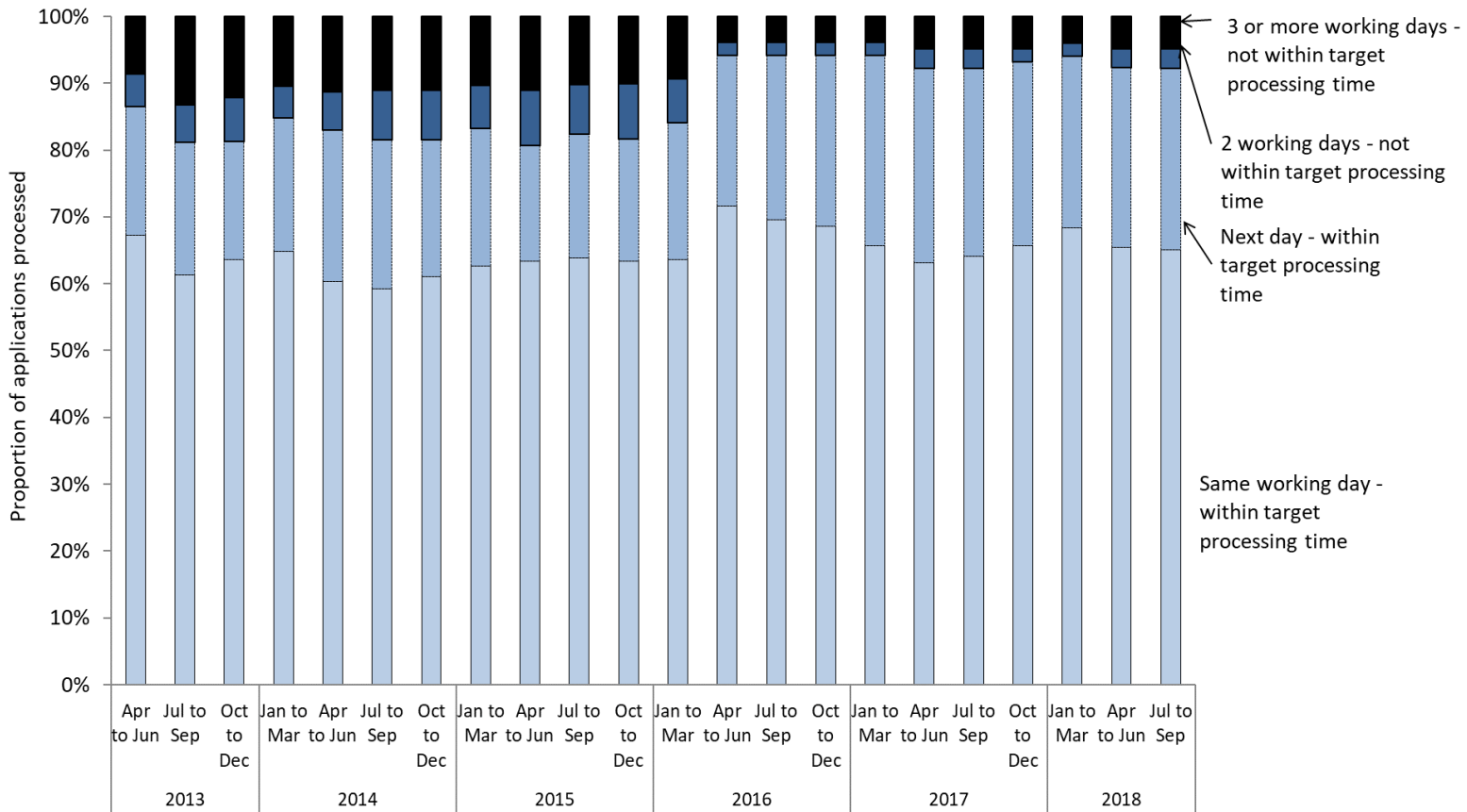


Chart 5: Initial Processing Times for Crisis Grants – Quarterly



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 16,330 Community Care Grant applications in the latest quarter. The decision was to make an award in 58% of cases (9,495 awards, **Chart 6**), while the remaining 42% applications were rejected (6,830 unsuccessful applications) (**Table 12**). The acceptance rate decreased by two percentage points compared to the same quarter last year (**Table 14, Chart 7**).
- At Local Authority level, the greatest relative increases in Community Care Grant awards compared to last year were in Eilean Siar (117% increase in awards, although this was only an increase of five awards, rounded to the nearest five, **Table 13**) followed by Scottish Borders (62% increase). Excluding North Lanarkshire, the greatest decrease was in Shetland (50% decrease in awards from 20 to 10), followed by Falkirk (28% decrease). The highest acceptance rate was 89% in Orkney, and the lowest was 27% in Clackmannanshire (**Table 14**). Acceptance rates fell in 18 out of 32 local authorities compared to the equivalent quarter last year.
- Decisions were made on 44,675 Crisis Grants in the latest quarter. The percentage of successful cases was slightly higher than for Community Care Grant applications, at 65% (28,950 awards) (**Table 15, Chart 6**). The percentage of successful cases has decreased by three percentage points since last year (**Table 17, Chart 7**).
- At Local Authority level, the greatest increase in Crisis Grant awards since the same quarter last year was in Clackmannanshire (84% increase) followed by Angus (71% increase). The greatest decreases in awards were in Moray (23% decrease), Highland and North Lanarkshire (21% decreases). The highest acceptance rate was 100% in Orkney followed by 98% in Eilean Siar. The lowest acceptance rates were 42% in Scottish Borders and 43% in Falkirk. Acceptance rates fell in 19 out of 32 local authorities compared to the equivalent quarter last year.

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

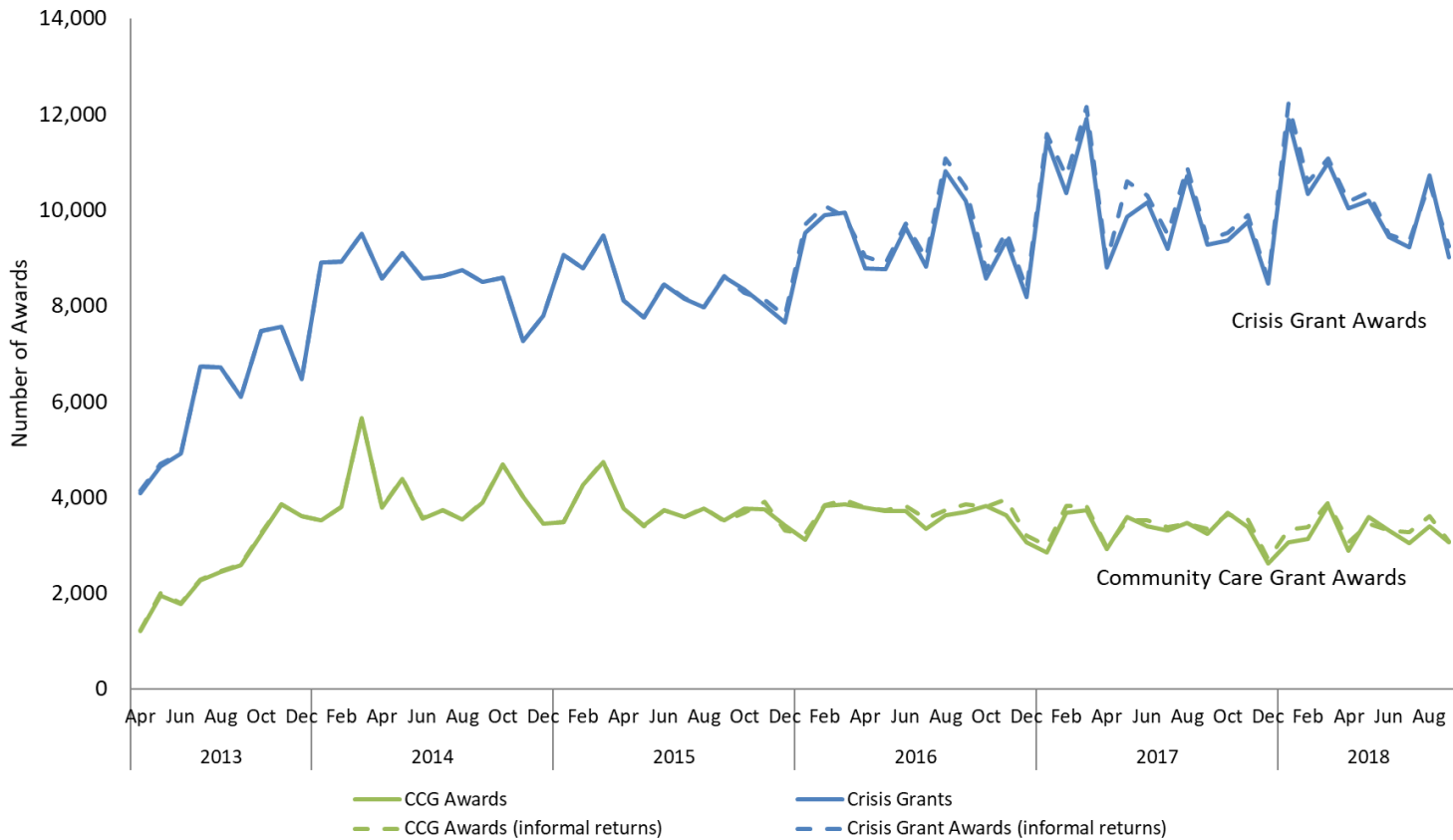
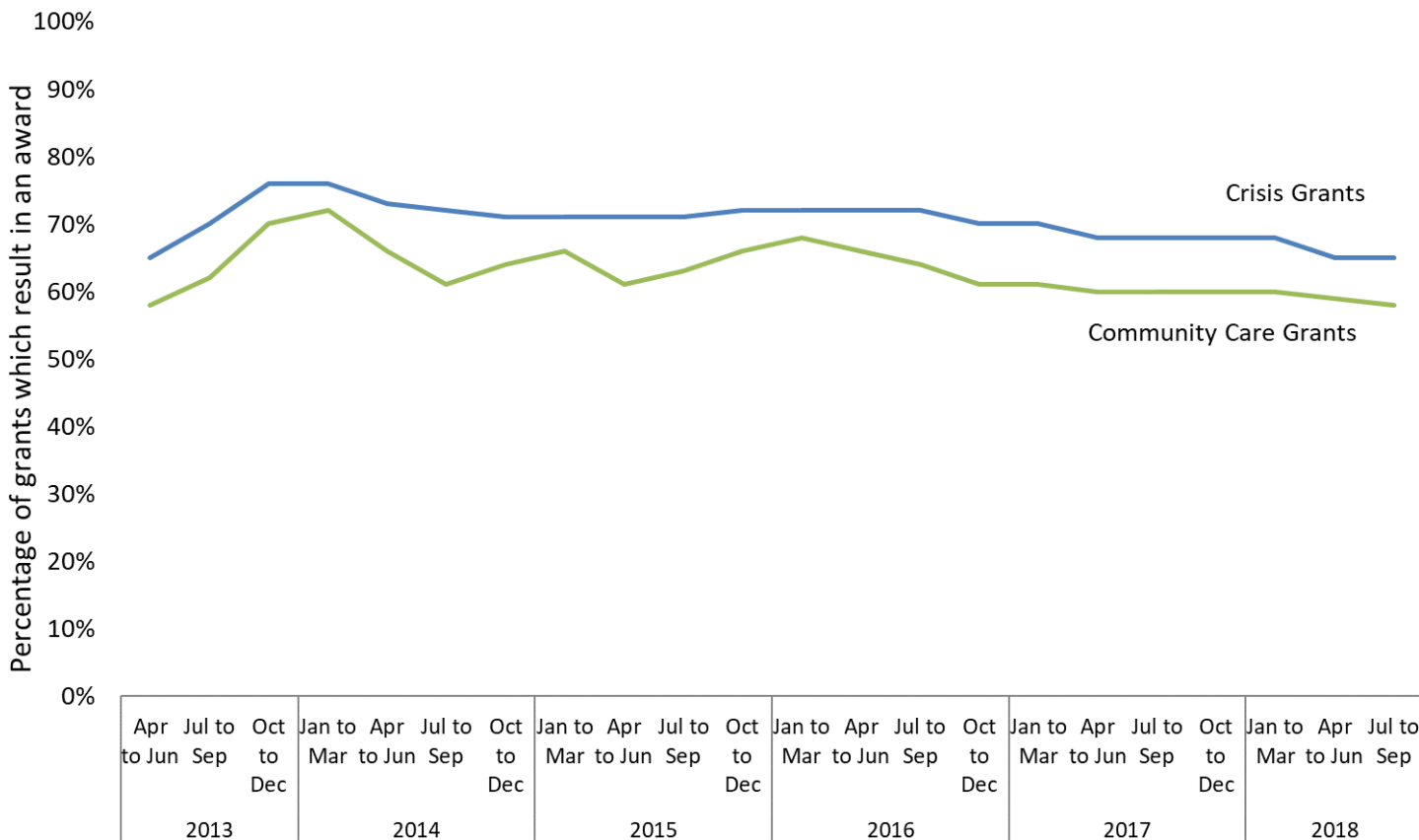


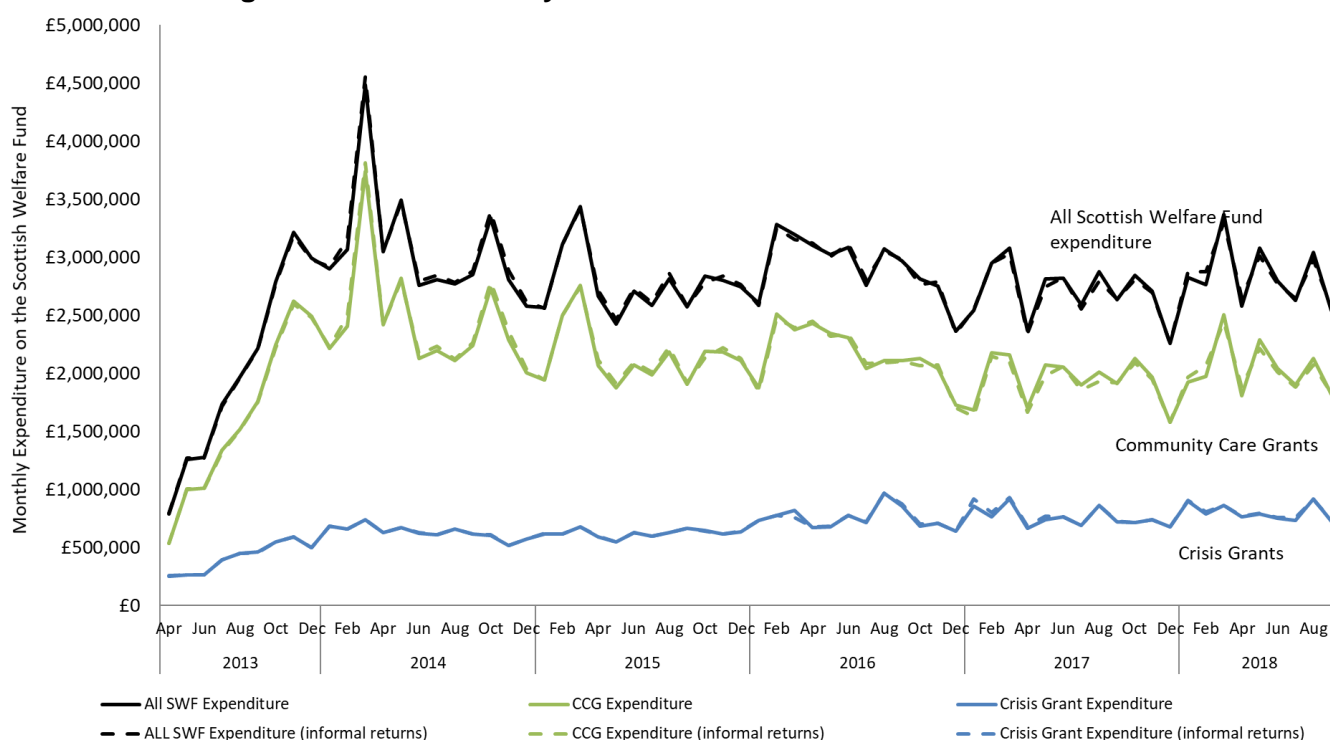
Chart 7: Community Care Grant and Crisis grant acceptance rates – Quarterly



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.

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



Between 1 July and 30 September 2018:

- £8.2 million was spent through the Scottish Welfare Fund, 1% more than in July to September 2017 (£8.1 million) (**Table 23, Chart 8**). Although Community Care Grants accounted for a smaller proportion of awards, they accounted for a larger proportion of expenditure (£5.8 million, **Table 23, Chart 8**), due to a high average award value (£615, **Table 12**). The remaining £2.4 million was spent on Crisis Grants, with an average award value of £82 (**Table 15**).
- At Scotland level, expenditure on Community Care Grants has increased by less than 1% since the same quarter last year. However, note that North Lanarkshire have indicated that the data is missing expenditure on 290 Community Care Grants from the latest quarter. Excluding North Lanarkshire, at Local Authority Level, expenditure has increased by up to 72% (Scottish Borders), and decreased by as much as 50% (Shetland) (**Table 23**).
- At Scotland level, expenditure on Crisis Grants has increased by 5% since the same quarter last year. At Local Authority level, this ranges from an

135% increase in expenditure in Angus, to a 54% decrease in expenditure in Shetland (**Table 23**).

During 2018/19:

- Local authorities were allocated £33 million for Scottish Welfare Fund awards in 2018/19, and there was an estimated underspend of £2.3 million carried forward from 2017/18 (see the [Data Quality](#) section for issues relating to estimation of underspend). Of the estimated total £35.3 million available for awards this year, £16.7 million (47%) has been spent, which is the same proportion as this time last year (**Table 24, Chart 9, Chart 10**).
- At this point in the year, percentage of budget spent (including estimated previous underspend) ranges from 13% in Eilean Siar to 62% in East Dunbartonshire (**Table 26, Chart 9**).
- 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.

Chart 9: Proportion of 2017/18 budget spent as at 30 September 2018

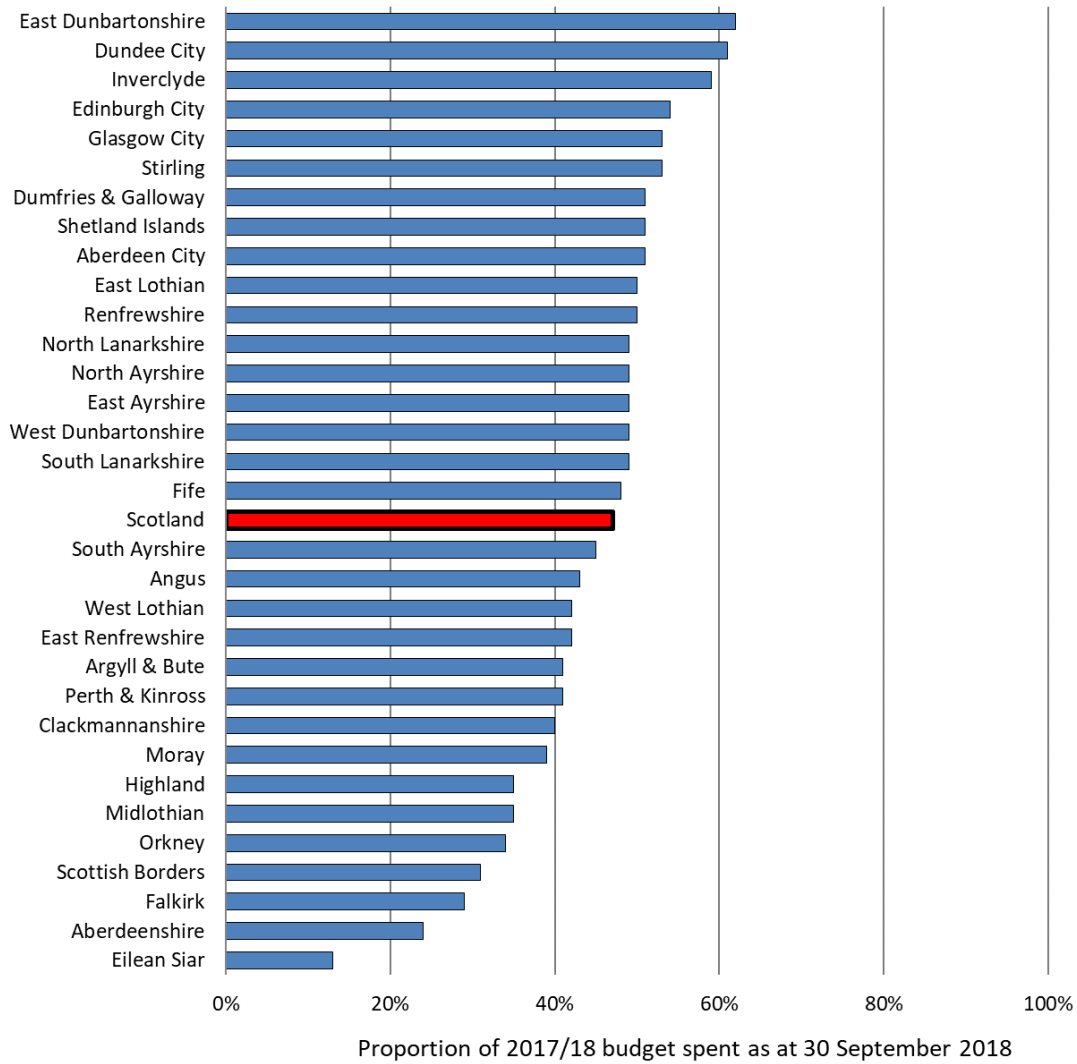
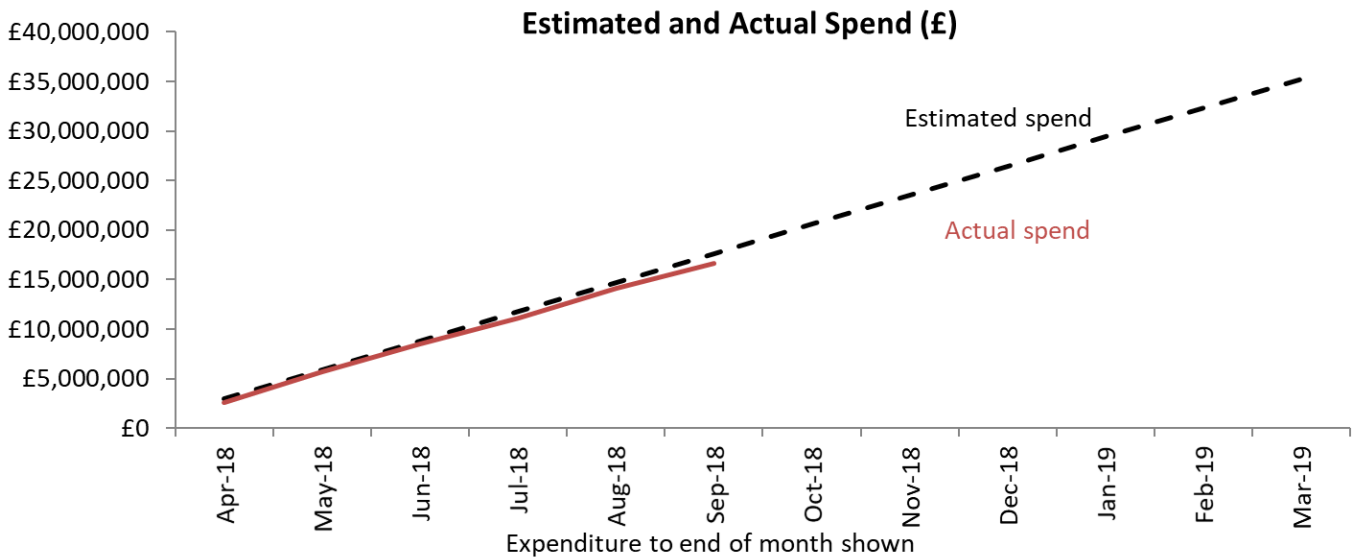


Chart 10: Cumulative Expenditure on the Scottish Welfare Fund – Monthly



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 Government by Local Authorities, these grants have amounted to around £12,100 from 1 April 2017 to 30 September 2018. Expenditure on these grants has been excluded from the rest of this publication. On 5 November 2018 the UK Government laid regulations coming into force on 31 December revoking the removal of assistance with housing costs for those aged 18-21.

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 £21,200 from 14 May to 30 September 2018. Expenditure on these grants has been excluded from the rest of this publication.

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>

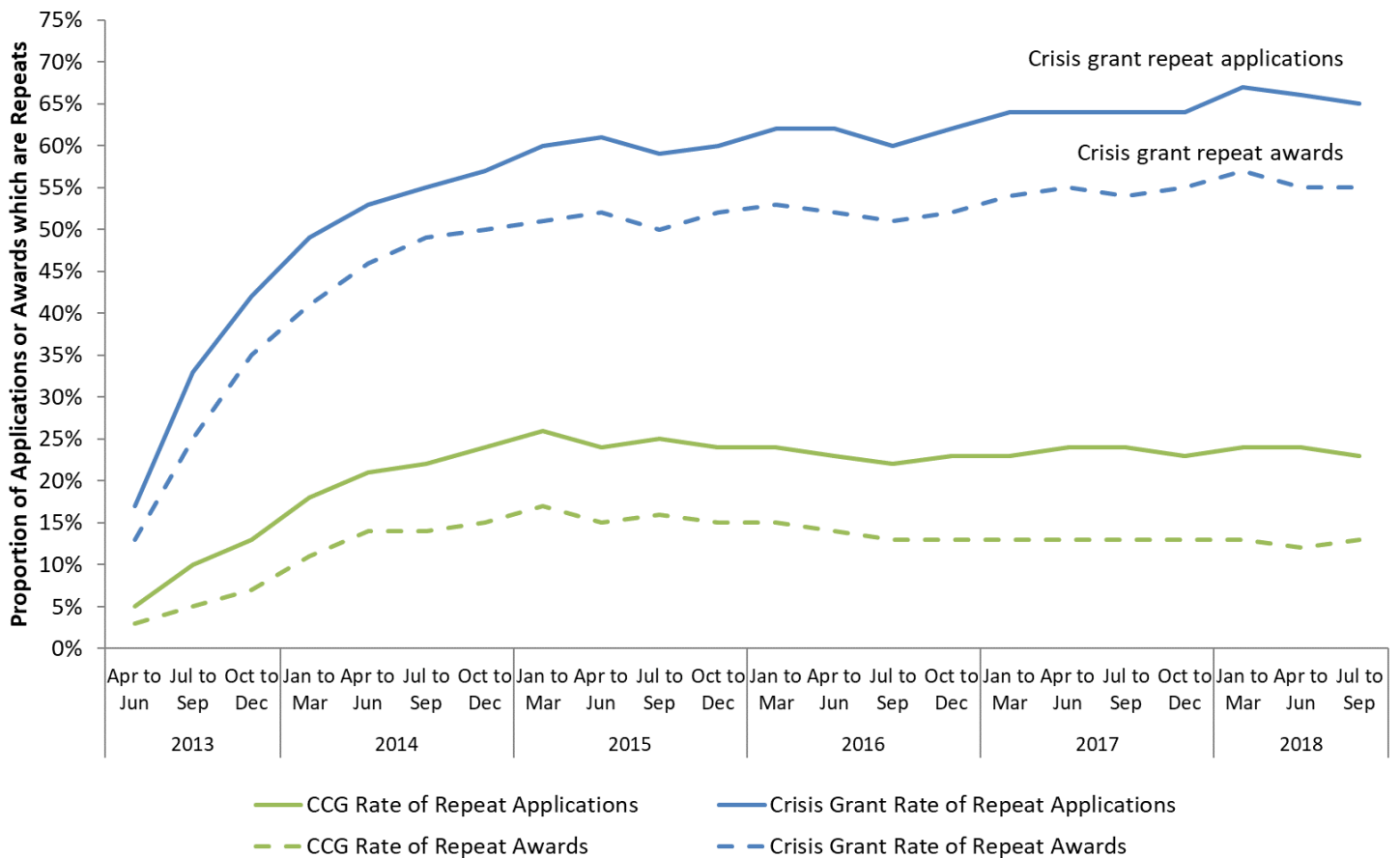
Items and Payments

- In the latest quarter the most common Community Care Grant expenditure was on floor coverings, beds and bedding, and kitchen appliances such as cookers, fridges, freezers and washing machines (**Table 27**).
- The most common Crisis Grant expenditure was on food, essential heating expenses and other living expenses (**Table 29**). Food accounts for 60% of Crisis Grant expenditure, which has increased by 5% since the same quarter last year (**Table 30**).
- The most common payment method for Community Care Grants remained provision of new goods (52% of payments, **Table 31**). The use of previously used goods as a method of Community Care Grant payment has increased since the introduction of a re-use scheme in Fife, and in the latest quarter 6% of payments were made in previously used goods. For Crisis Grants cash remained the most common payment method (43% payments) (**Table 32**).

Repeat Applications and Awards

- An application is defined as a repeat application if the household made another Community Care Grant/Crisis Grant application within the 12 months of the 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. In this section repeat applications or awards are defined as such if a household applied for/received another Crisis Grant award or Community Care Grant award within the previous 12 months of the current award date.
- 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, nearly a quarter of Community Care Grant applications were repeats (23%, **Table 40**) compared with two thirds of Crisis Grant applications (65%, **Table 42**).
- For awards, 13% of Community Care Grant awards were repeats (**Table 41**), compared with over half of Crisis Grants (55%, **Table 43**).

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



Reviews

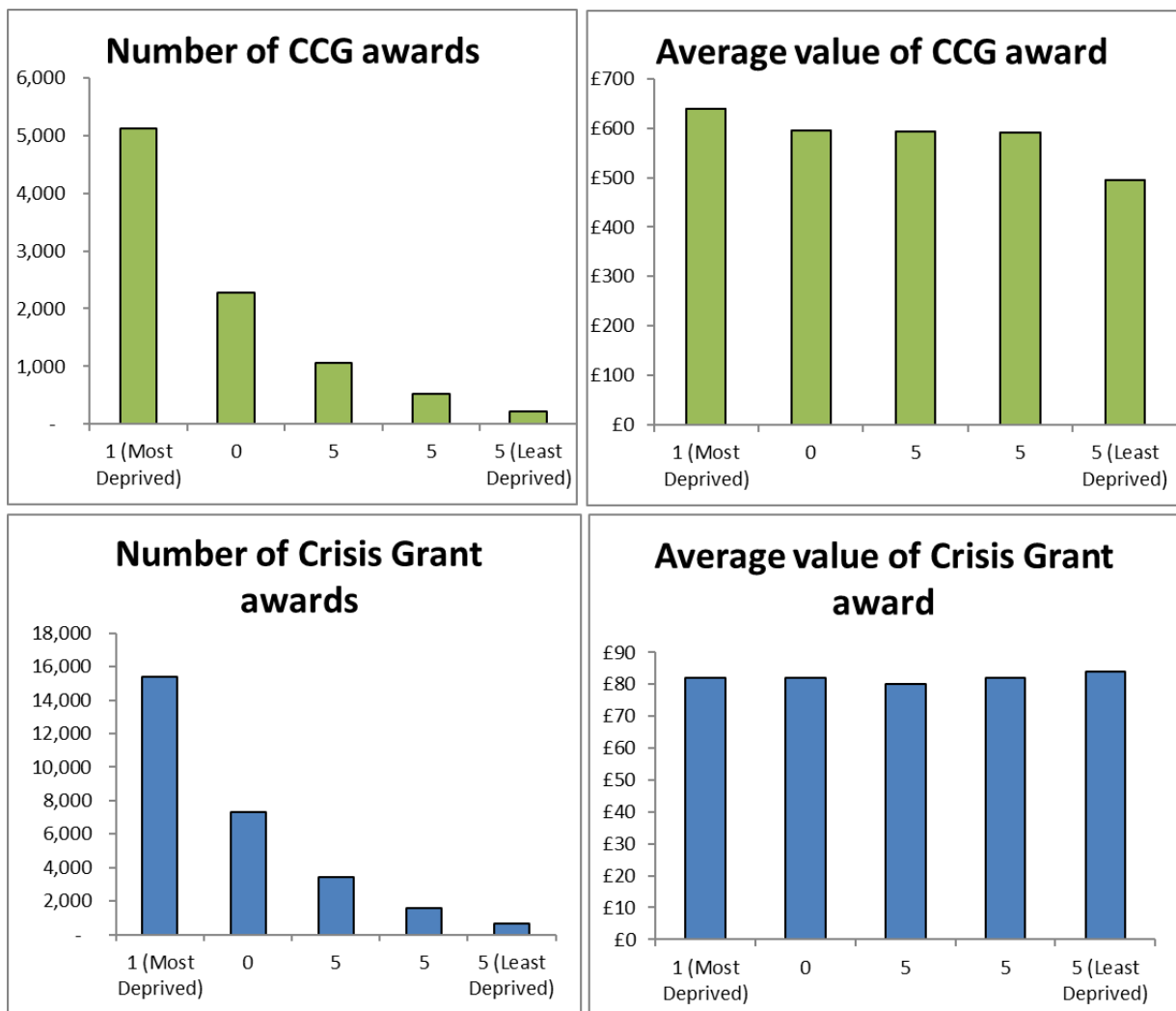
- If an applicant disagrees with the outcome of their application, there are two possible review stages. Firstly, a Tier 1 review will be carried out by the Local Authority. Following this, an independent Tier 2 review may be carried out by the Scottish Public Services Ombudsman (SPSO). Tier 2 reviews 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 during 2017/18 can be found in the [SPSO's Annual Report on the Scottish Welfare Fund Independent Review Service 2017-18](#) and [Annual Statistics 2017-18](#). In 2017/18 the SPSO handled 764 applications, a similar number to 2016/17 (768).
- Since April 2013, there have been 17,940 Tier 1 reviews for Community Care Grants, and 11,775 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 (47%) (**Table 34**).
- Since April 2013, 78% of Tier 1 reviews for Community Care Grants have been made within the 15 working day target, while 87% 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 June 2018, which accounts for a further 2% Community Care Grants and 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 £143 higher than applicants in the 20% least deprived data zones (£638 compared to £495, **Chart 12**). For Crisis Grants, average awards were similar across the different SIMD rankings (**Chart 12**).

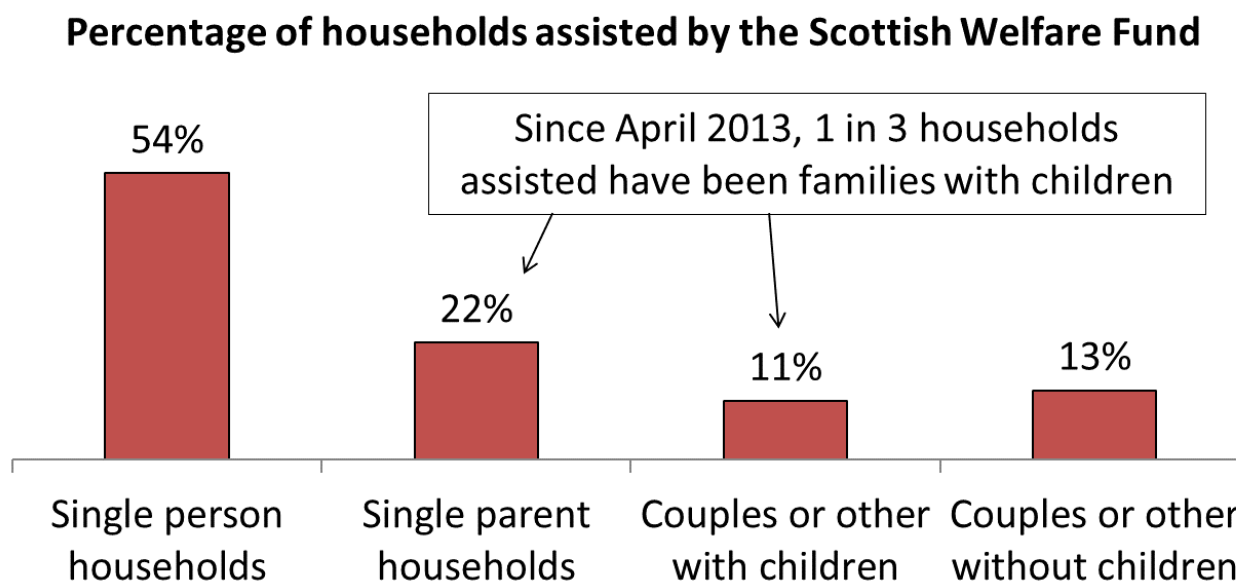
Chart 12: Distribution of awards and average award value by SIMD 2016 Quintile rankings of applicant's postcode – Jul to Sep 2018



Characteristics of Households in Receipt of Awards

- Since the scheme began in April 2013, 316,095 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 (225,690) than a Community Care Grant (170,530) (**Table 38a**).
- Since the scheme began in April 2013, of the 316,095 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 37% households are single people, and 6% 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 (33%) of households receiving awards have contained children (**Table 38b**). Of the total £181.6 million which has been awarded, £76.3 million has been awarded to households containing children.

Chart 13: Household types of unique households receiving funds from the Scottish Welfare Fund 1 April 2013 to 30 September 2018



⁵ National Records of Scotland 'Estimates of Households and Dwellings in Scotland, 2017', <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/households/household-estimates/2017>

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](#). 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 Analytical Division. Four IT companies provide IT systems which underpin the provision of the Scottish Welfare Fund. These companies are Capita, Civica, Northgate IS and IEG4.

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>

Calculation of 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.

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.

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 councils 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

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

– 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. We have then excluded these applications from the analysis when producing this publication and accompanying publication tables.

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:

- Users should be aware that for North Lanarkshire in the latest quarter, the figures are missing community care grant applications for which there has been a delay in processing the application, which has meant that the applications were not included in the latest quarterly data return. North Lanarkshire have indicated that around 290 applications are missing from the quarterly data return. Details about them will be sent to Scottish Government with the next quarterly data return, and the statistics for July to September 2018 will be updated. We are working with the local authority to resolve this issue. This issue previously affected the 2017/18 annual publication and April to June 2018 publication. Applications which were missing from these publications have now been included in this most recent publication.
- 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, leading to the underspend for 2017/18 being approximately £27,000 too high. Additionally, other Local Authorities have indicated that the figures published for annual over- and underspend do not always match local authorities' own accounts. One of the main reasons for this may be the difference in the way that expenditure is calculated. It is possible for the value of an award to increase or decrease between the decision and payment date. 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. We are working with local authorities to understand this issue.

- 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.

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 Authority 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, however, based on the types of item, which have been requested the Local Authority, will 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.

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.

We are actively working with Local Authorities to improve the quality of data collected. We are reviewing completion of different question across Local Authorities and identifying issues common to IT systems and those that are Local Authority specific.

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.

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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:

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/swf>

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.

Complaints and suggestions

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