## Common Advice Performance Management Reporting Framework Summary 2018/19 The Highland Council









The Common Advice Performance Management Reporting Framework (CAPMRF) has been developed in consultation with local authorities and other key stakeholders. It aims to measure key performance indicators for welfare and money advice services funded by local authorities on both an in-house and commissioned basis. This is a summary of the key findings from the data returns for 2018/19 for the CAPMRF for Highland Council.

This is the second year in which the data has been collected in relation to both welfare and money advice services, making it possible to begin to identify changes over time at both local and national levels. Prior to 2017/18, three iterations, covering 2014/15 through to 2016/17, covered money advice only. Therefore, longer term trends can be examined for indicators covering money advice. The information received from individual local authorities has been collated in order to produce a Scotland-wide analysis reflecting the significant impact of welfare and money advice services at a national level. This should be considered in conjunction with this local summary. The key findings are detailed below:

## Key Points:

- Due to management information systems the information contained within this report is not exhaustive. Therefore, the data presented provides a partial analysis of welfare and debt advice undertaken by advice and information providers within Highland. It is for this reason that comparisons between years may not always be possible.
- Highland Council previously funded 8 external agencies to deliver Money and Welfare rights advice. In 2018/19 a single delivery contract was implemented with, Inverness Badenoch & Strathspey Citizens Advice Bureau, being the lead external provider.
- In 2018/19 62% of contacts to the services were made in person, 26% were made over the phone, 9% through email and 3% through webchat services.
- Contacts made to the service in 2018/19 were predominately for benefit entitlement checks. Initial contacts for this reason made up 25% of contacts.
- There was a large proportion of younger clients accessing the services in 2018/19. Clients aged 25-34 made up 24% of all clients which is comparatively higher than the national figure of 16%. The 16-24 age group was also comparatively higher at 11% of all clients compared with 8% of clients in Scotland.
- Clients accessing the services in 2018/19 were less likely to have a disability than clients across Scotland. 33% of clients accessing the services were recorded as having a disability or long-term health condition in comparison to 54% in Scotland.
- A total of £16,438,822 financial gain was secured for clients in 2018/19. This has increased 9% since the previous year.

	Services	, Investment and	Volume			
		High	land	Scotland	Highland	
Ref	Indicator	2017/18	2018/19	2018/19	% Change 2017/18 to 2018/19	
C1	Number of services in the LA area In-House Money advice Welfare rights <sup>1</sup> Combined External Money advice Welfare rights Combined	- 1 - - 6 <sup>2</sup>	- 1 - 1 - - 1 <sup>3</sup>	3 11 15 5 1 65	0% -83%	
	Case management system/s	CASTLE, MACS & Word	CASTLE, MACS, Microsoft			
11	Number of FTE staff In-House External Number of Volunteer FTE staff In-House External	9.5 18.1 - 35.3	9.5 22.0 - 35.0	466 443 10 563	0% 22% -1%	
12	Local Authority Funding In-House External Other Sources of Funding Scottish Legal Aid Board Scottish Government Big Lottery Fund European Social Fund Other	£387,961 £1,226,000 £52,000 £56,000 £65,000 - £9,648 <sup>4</sup>	£384,120 £1,211,000 £56,000 £112,000 £132,000 £0	£14,753,814 £11,143,981 £771,398 £545,522 £290,094 £459,223 £1,977,490	-1% -1% 0% 72% -100%	

<sup>1</sup> Welfare Support Team

<sup>2</sup> Inverness Badenoch & Strathspey, Nairn, Lochaber, Skye and Lochalsh, Northwest Sutherland, and East Sutherland CABx. 8 external agencies were funded in 2017/18, however only 6 provided data for the report

<sup>3</sup> Inverness Badenoch & Strathspey Citizens Advice Bureau (CAB)

<sup>4</sup> Citizens Advice Scotland

	Services, I	nvestment and	Volume			
		High	nland	Scotland	Highland	
Ref	Indicator	2017/18	2018/19	2018/19	% Change 2017/18 to 2018/19	
	Volume Contacts Total Clients New Clients	16,715 4,588 325	29,484 18,777 -	307,511 244,637 61,652	76% 309%	
	Contacts by channel Face-to-face Telephone Email Web Webchat	8,214 6,489 1,735 15 -	18,278 7,589 2,784 - 833	103,407 56,566 22,286 4,739 833	123% 17% 60% -100%	
	Number of benefit entitlement checks carried out	*	9,931	44,416		
	Referrals Self-referral Local authority:	5,429	-	77,897		
A1 <sup>5</sup>	Housing Social Services Revenues	121 -	-	4,181 8,357 1,264		
	Employability Other	- 8	-	1,204 1,847 6,558		
	Primary Health Care Third Sector Other	1,318 344 505		12,202 5,790 11,972		
	Open SNSIAP cases Type I Type II Type III	- 237 158		8,774 20,667 7,885		
	Closed SNSIAP cases Type I Type II Type III	- 441 206		15,432 25,043 5,210		

	Services, In	vestment and	l Volume		
		Hig	nland	Scotland	Highland
Ref	Indicator	2017/18	2018/19	2018/19	% Change 2017/18 to 2018/19
	First reason for contacting agency		140	721	
	Benefit Overpayment Council Tax arrears	-	142 349	2,189	
	Credit, store and charge card debts	-	241	1,612	
	Catalogue debts	-	101	666	
	PPI	-	-	457	
	Payday Loan /High cost credit	-	41	367	
	Unsecured personal Ioan (except payday Ioans)	-	169	1,110	
	Bank and Building society overdrafts	-	113	676	
A1	Mortgage arrears	-	60	337	
	Rent arrears	-	312	2,989	
	Help with appealing welfare benefit decision	-	359	3,297	
	Assistance with making initial benefit application	-	-	6,271	
	Sanctioned	-	57	249	
	Benefits entitlement check	-	4,724	28,582	
	Issue relating to right to reside	-	-	199	
	Seeking to access other funds (i.e. grants)	-	-	1,461	
	Other (Please specify)	-	12,109 <sup>6</sup>	25,736	

<sup>6</sup> Includes; 4,541 help with completing benefit forms, 519 HMRC, Business or utility debts etc. and 7,049 clients who initially contacted the CAB for other advice not relating to money or welfare rights advice with these being secondary reasons.

		Client Demogr	aphics			
			High	land	Scotland	Highland
Ref	Demographic	Categories	2017/18	2018/19	2018/19	% Change 2017/18 to 2018/19
	Sex	Male Female Not recorded Prefer not to answer	939 1,139 44 *	8,907 9,870 - -	79,041 98,580 39,814 2,330	849% 767% -100%
	Age	0-15 16-24 25-34 35-44 45-59 60-64 65-70 71+ Not Recorded Prefer not to answer	- 169 335 382 659 * * * * 35 *	- 1,971 4,175 3,719 4,298 2,072 1,012 - 1,530 -	803 13,350 26,767 31,774 41,754 20,258 12,890 21,652 38,752 9,365	1066% 1146% 874% 552% 4271%
C2	Ethnicity	White Any Mixed or Multiple Ethnic Groups Asian, Asian Scottish or Asian British African Caribbean or Black Other Ethnic Group Not Recorded Prefer not to answer	1,756 35 20 6 8 34 256 *	17,850 320 - - - - 607 -	137,977 951 3,261 1,727 500 1,831 60,983 4,661	917% 814% -100% -100% -100% 137%
	Disability or long-term condition	Yes No Not Recorded	163 288 118	6,150 12,627 -	60,955 51,966 64,289	3673% 4284% -100%
	Income	£6,000 or less £6,001-£10,000 £10,001-£15,000 £15,001-£20,000 £20,001-£25,000 £25,001-£30,000 £30,001-£40,000 Over £40,000 Not Recorded Prefer not to answer	176 97 142 110 41 47 21 10 200 *	3,294 2,888 3,170 2,480 973 1,018 471 206 4,277	18,256 13,954 11,306 7,647 3,579 2,324 1,316 640 92,673 4,138	1772% 2877% 2132% 2155% 2273% 2066% 2143% 1960% 2039%

		Client Demogra	phics			
			High	lland	Scotland	Highland
Ref	Demographic	Categories	2017/18	2018/19	2018/19	% Change 2017/18 to 2018/19
C2	Economic Status	Self employed Employed full time Employed part time Looking after the home or family Permanently retired from work Unemployed and seeking work At school In further/higher education Gov't work or training scheme Permanently sick or disabled Unable to work because of short-term illness or injury Other Not recorded Prefer not to answer	41 216 248 139 157 271 - 152 21 232 164 14 81 *	1,187 3,053 2,935 728 873 2,974 - 135 674 2,895 501 210 2,612 -	3,477 16,169 13,548 5,116 17,358 18,157 729 1,097 816 26,733 8,114 3,401 80,313 5,734	2795% 1313% 1083% 424% 456% 997% -11% 3110% 1148% 205% 1400% 3125%
	Housing Tenure	Owner occupied Social rented Private rented Temporary accommodation Homeless Other Not recorded Prefer not to answer	147 552 410 * * 247 86 *	1,700 5,100 2,540 750 - 854 7,833 -	23,012 54,932 13,782 2,717 1,475 9,619 85,407 6,530	1056% 824% 520% 246% 9008%
	Household Composition	Single adult (non-pensioner) Single pensioner Small single parent (1 or 2 children) Large single parent (3 or more children)	497 159 *	- - -	34,748 4,476 11,406 747	
C2		Young single parent (1 adult under 25, and 1 or more children) Family (2 adults, and 1 or more	*	-	556 10,633	
		children) Large family (2 adults, and 3 or more children)	*	-	1,036	
		Adult family (2 or more non- pensioners, and no children)	232	-	16,485	
		Older adult family (contains at least 1 pensioner)	167	-	6,038	
		Not recorded Prefer not to answer	531 *		84,338 10,422	

			Money Adv	ice Indicators				
				Highland			Scotland	Highland
Ref	Indicator	2014/15	2015/16	2016/17	2017/18	2018/19	2018/19	% Change 2017/18 to 2018/19
СЗ	Number of clients Total Benefit overpayment Council Tax arrears Utility Arrears Credit, store, and charge card debts Rent to own Catalogue Unsecured personal loan Payday Loan / High Cost Credit Overdrafts Mortgage arrears Rent arrears Others			- - - - - - - - - - - - - - - - - - -	3,142 394 362 247 485 - 212 373 101 210 68 358 332	- - - - - - - - - - - - - - - - - - -	43,593 1,845 5,174 4,055 5,452 455 2,183 3,528 1,694 2,689 674 5,667 10,177	-100%
	Amount of debt owed by client Total Benefit overpayment Council Tax arrears Utility Arrears Credit, store, and charge card debts Rent to own Catalogue Unsecured personal loan Payday Loan / High Cost Credit Overdrafts Mortgage arrears Rent arrears Others		£15,343,846 £1,179,820 £1,863,595 £203,092 £2,979,384 £437,088 £291,958 £1,207,555 £221,553 £1,612,035 £4,001,397 £614,006 £732,363	£16,452,168 £756,809 £1,774,825 £227,956 £3,990,649 £301,456 £389,812 £1,886,880 £211,139 £1,212,947 £3,480,400 £1,037,489 £1,181,805	£12,185,593 £701,924 £1,529,777 £421,050 £1,815,425 £0 £185,343 £2,193,097 £125,304 £354,918 £2,081,848 £702,190 £2,074,717	£10,762,303 £673,640 £1,347,281 £332,502 £1,571,828 - £301,582 £1,459,522 £189,520 £673,640 £2,306,555 £783,499 £1,122,734	£186,250,137 £6,283,913 £20,075,954 £3,214,671 £34,926,764 £2,015,158 £3,858,004 £23,273,669 £3,306,422 £4,553,239 £17,668,282 £8,197,951 £58,876,109	-12% -4% -12% -21% -13% 63% -33% 51% 90% 11% 12% -46%

			Money Adv	ice Indicators				
				Highland			Scotland	Highland
Ref	Indicator	2014/15	2015/16	2016/17	2017/18	2018/19	2018/19	% Change 2017/18 to 2018/19
OP1.1	Breakdown of debt strategy agreed with client Sequestration Debt Arrangement Scheme Trust Deed Awaiting sequestration Token payments Pro rata offers Moratorium Debt written off Repayment plan Nil Payments/Offers Consolidation Loan Mortgage to rent/Shared equity Did not agree a debt strategy Still awaiting outcome Other: please specify	121 21 4 57 142 119 27 5 37 - - - 639 61 248	168 18 20 42 146 141 8 4 6 4 8 - 284 10 -	178 24 7 27 160 131 21 41 86 12 1 1 86 12 1 18 112 161 23	26 5 2 6 11 10 10 12 10 5 2 - 36 36 36 -		1,722 886 134 341 1,161 1,469 263 355 643 295 19 62 1,058 2,550 2,595	
OC1	Financial gain Financial gain from money advice Financial gain from any other welfare benefits Total of ALL verified financial gain Total of ALL unverified financial gain				* * £15,105,014 *	- - £16,438,822 9-	£30,217,870 £8,179,848 £323,876,347 £47,195,664	9%

	Welfare Rights Ac	lvice Indicato	ors		
		High	nland	Scotland	Highland
Ref	Indicator	2017/18 <sup>7</sup>	2018/19	2018/19	%Change 2017/18 to 2018/19
	Total No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs won No. MRs lost No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	311 174 £593,747 37 * 14 * £1,230,319	2,641 2,223 £8,831,590 - - - - - - £0	67,249 55,436 £222,533,895 8,891 2,063 2,626 10,826 6,483 2,004 £44,553,543	749% 1178% 1387% -100% -100%
OP2, OP3, OC1	Attendance Allowance No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	16 10 £67,126 - * * - * * * * *	561 506 £2,031,704 - - - - - - - - - - -	7,367 7,245 £29,556,233 190 119 37 58 42 26 £1,959,706	3406% 4960% 2927%
	Bereavement Benefits No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	1 1 £3,260 - * * * * £6,520	2 2 £43,900 - - - - - - - - - - -	190 129 £561,487 4 - 5 - 5 - £0	0% 0% 1086%

	Welfare Rights Ad	vice Indicate	ors		
		High	nland	Scotland	Highland
Ref	Indicator	2017/18 <sup>7</sup>	2018/19	2018/19	%Change 2017/18 to 2018/19
OP2, OP3, OC1	Carers Allowance No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals won No. appeals lost	1 1 £3,260 - * * * *	101 98 £767,025 - - - - - - - -	1,766 1,393 £4,194,118 22 9 1 1 1 1 5	10000% 9700% 23425%
	Financial gain from MRs/appeals Child Benefit No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs won No. MRs lost No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	£6,520 1 - £1,076 - * * * * * *	- 16 40 £45,894 - - - - - - - - -	£63,942 842 554 £880,829 18 4 1 8 7 3 £61,321	1500%
	Child Tax Credit No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals lost Financial gain from MRs/appeals	2 - £5,704 - * * * * \$ \$	- £0 - - - - - - - - -	1,469 579 £3,185,276 112 20 14 37 14 3 £196,224	-100%
	Cold Weather Payments and Winter Fuel Payments No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs won No. MRs lost No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	1 1 £200 - * * * * *	- - - - - - - - - - - - 2	40 15 £2,592 3 1 - - - 5	-100% -100% -100%

	Welfare Rights Ad	lvice Indicate	ors		
		Higł	nland	Scotland	Highland
Ref	Indicator	2017/18 <sup>7</sup>	2018/19	2018/19	%Change 2017/18 to 2018/19
	Contributory Benefits No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals Disability Living Allowance No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs won No. MRs lost No. appeals No. appeals won No. appeals won No. appeals won No. appeals won No. appeals won No. appeals lost	1 1 £3,801 - * * * £9,364 5 2 £18,619 - * * * * *	- £0 - - - - - - - - - - - - - - - - - -	1,265 569 £2,632,769 309 86 50 257 192 30 £1,354,155 2,473 3,591 £6,146,411 329 90 119 493 291 110	-100% -100% -100% 3160% 4950% 1810%
OP2, OP3, OC1	Financial gain from MRs/appeals Discretionary Housing Payments No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals lost Financial gain from MRs/appeals	£47,787 13 - £0 - * * * * * *	- - £0 - - - - - - - -	£2,730,061 834 1,327 £1,308,618 20 10 1 1 - - - £11,654	-100%
	Funeral Expenses No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals lost Financial gain from MRs/appeals	3 - £4,069 - * * * * * * *	- - - - - - - - - - - - 20	84 39 £52,282 9 1 - 1 - £4,178	-100% -100%

	Welfare Rights Ad	lvice Indicato	ors		
		High	nland	Scotland	Highland
Ref	Indicator	2017/18 <sup>7</sup>	2018/19	2018/19	%Change 2017/18 to 2018/19
	Industrial Injuries Disablement Benefit No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	- £0 - * * * * * * *	7 6 £46,203 - - - - - - - - - -	73 35 £122,385 13 1 3 30 6 11 £20,126	
OP2,	No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	- £0 - * * * * * *	- £0 - - - - - - - - - 2	45 31 £157,684 - - 4 2 1 £87,865	
OP3, OC1	Pension Credit No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	6 2 £21,125 - * * * * * * * * *	40 128 £495,534 - - - - - - - - - -	1,334 2,156 £6,997,890 30 9 5 10 3 4 £87,623	567% 6300% 2246%
	Personal Independence Payment No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals lost Financial gain from MRs/appeals	74 16 £309,387 - * * * * \$ \$	1,396 1,048 £3,667,515 - - - - - - - - -	21,856 13,324 £66,356,434 3,796 688 1,299 5,177 2,979 1,064 £19,563,811	1786% 6450% 1085%

	Welfare Rights Ac	lvice Indicato	ors		
		High	lland	Scotland	Highland
Ref	Indicator	2017/18 <sup>7</sup>	2018/19	2018/19	%Change 2017/18 to 2018/19
	Scottish Welfare Fund No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals lost Financial gain from MRs/appeals	6 1 £654 - * * * * \$ \$ \$	52 49 £28,070 - - - - - - - - -	2,111 1,068 £859,970 68 14 7 8 11 7 £21,285	767% 4800% 4195%
OP2,	State Pension No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs won No. MRs lost No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	1 - £7,844 - * * * * \$ \$	7 7 £152,413 - - - - - - - - - - -	177 154 £1,400,568 3 - 4 - - - - 50.00	600% 1843%
OP3, OC1	Sure Start Maternity Grant No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	- £0 - * * * * * * *	8 7 £6,450 - - - - - - - - - -	80 77 £73,311 2 - - 1 2 - £1,000.00	
	Universal Credit No. claims No. awards made/maintained Financial gain from awards made/maintained No. Mandatory Reconsiderations (MRs) No. MRs won No. MRs lost No. appeals No. appeals No. appeals won No. appeals lost Financial gain from MRs/appeals	9 4 £23,279 - * * * £139,909	288 231 £1,191,286 - - - - - - - - - - - -	4,098 3,604 £16,699,608 456 94 72 347 203 51 £1,115,462.61	3100% 5675% 5017%

	Welfare Rights Advice Indicators								
			Highland		Highland				
Ref	Indicator	2017/18 <sup>7</sup>	2018/19	2018/19	%Change 2017/18 to 2018/19				
	Other								
	No. claims	170	-	21,147	-100%				
	No. awards made/maintained	134	-	19,547	-100%				
	Financial gain from awards made/maintained	£123,902	£0	£81,345,429	-100%				
	No. Mandatory Reconsiderations (MRs)	37	-	3,508					
	No. MRs won	*	-	917					
	No. MRs lost	*	-	1,012					
	No. appeals	14	-	4,389					
	No. appeals won	*	-	2,730					
	No. appeals lost	*	-	689					
	Financial gain from MRs/appeals	£254,033	-	£17,274,829					

Softer Outcomes								
	Indicator	Highland		Scotland	Highland			
Ref		2017/18	2018/19	2018/19	%Change 2017/18 to 2018/19			
OC2	Number of service users self-reporting improved health and wellbeing as a direct result of getting advice/support from the service I've been feeling more relaxed			1,554				
	Agree Disagree	-	-	183				
	l've been feeling physically better Agree Disagree		-	304 5				
	l've been feeling better about myself Agree Disagree		-	329 7				
	l've been feeling more optimistic about the future Agree Disagree		-	324 12				
	l've been getting on better with others Agree Disagree		-	292 2				
OC3	Number of service users self-reporting improved capacity and ability to cope as a direct result of getting advice/support from the service							
	I am thinking more clearly Agree Disagree	-	-	347 14				
	l feel more in control of my life Agree Disagree		-	351 5				
	I am more able to make decisions Agree Disagree		-	1,644 76				
	I am more able to cope with day to day issues/problems Agree Disagree			346 12				
	l know when to seek support and where to get it Agree Disagree			356 4				

Softer Outcomes							
			Highland		Highland		
Ref	Indicator	2017/18	2018/19	2018/19	%Change 2017/18 to 2018/19		
OC4	Number of service users self-reporting increased financial stability and resilience as a direct result of getting advice/support from the service						
	I recognise when I need help to sort out my money Agree Disagree	-	-	356 2			
	I am confident that I am getting all the benefits/help to which I am legally entitled Agree Disagree	-		360 2			
	I know how much money I have to spend Agree Disagree	-	-	359 2			
	l can better manage my money Agree Disagree	-	-	1,393 156			
	l would be better able to cope if I had an unexpected expense Agree Disagree			339 12			