

## Executive Advisory Board Freedom of Information (Scotland) Act Exemption Form

The author must complete this page before submitting the paper to the Business Support Office.

### Publication

To demonstrate openness and transparency, all governance group papers will now be published on the website of Social Security Scotland. All governance group papers should be written in line with the Writing for Publication Guidance.

Papers which contain sensitive information which should not be published must set out the reasons why. The author must identify the relevant exemption which should apply. The exemption should be stated in the section below, with the reasoning for this decision. Please speak to the Data Protection and Information Governance team before submitting your paper if you are unsure which exemption may apply.

1. I am aware that this paper may be published in the public domain and I am content for the information to be published.
  
2. I believe information in this paper should be withheld from publication and that an exemption applies.

2.1. Please state the exemption and explain your reasoning:

I consider that some information is exempt under section (38(1) (b)) of the Act. The information is exempt because disclosing the personal data would contravene any of the data protection principles in Article 5(1) of the General Data Protection Regulations.

Paper Summary for Website Publication (max 100 words)

Our audit was a compliance review focussed on assessing compliance with guidance and procedures in relation to the administration of Low Income Benefits. Testing was undertaken between August 2020 and February 2021. We obtained listings of approved, denied and withdrawn cases across all live Low Income Benefits from SPM, covering the period 1<sup>st</sup> April 2020 through to 31<sup>st</sup> December 2020. Overall we sampled:

- 110 Funeral Support Payment applications;
- 99 Young Carers Grant applications;
- 113 Best Start Food applications;
- 144 Best Start Grant applications; and
- 66 Job Start Payment applications.

Paper authors should write a short paragraph here to summarise the content of the paper.