



Zubeda Seedat
23/08/2004 11:19

To: martin@GRO-C
cc: "Peter Stevens" <peter@GRO-C>, Richard Gutowski/PH6/DOH/GB@GRO-C
Subject:

Martin,

We have been asked to provide an update on the Skipton Fund for the Minister. I should be grateful if you could please update the figures in the attached note provided by David in July. Can you also indicate how long it is taking to process applications. In view of the deadline, can you please provide an update by this Thursday.

Thanks
Zubeda

----- Forwarded by Zubeda Seedat/PH6/DOH/GB on 23/08/2004 11:03 -----



Anna Norris
20/08/2004 18:10

To: Richard Gutowski/PH6/DOH/GB@GRO-C
cc:
bcc:
Subject: Re: Info on Skipton Fund requested by Wednesday

Richard

PS(PH) has asked for a one page update on the statistics - numbers of registration forms received etc. (the figures under the heading Skipton Fund processing statistics in the attached). I think she would also want it to include the current position on how long it is taking to process applications.

Could you let me have a note by close on Friday 27th August.

Many thanks

Anna



SF applications update 2 Jul04.doc

Telefax	
To: Keith Foster	GRO-C
Fax:	
From: Zubeda Seedat	
Date: 7/9/04	Pages: 2

2/9.

4,700 Registered

processing 250 per week.

being paid

697 paid

Keith:

As discussed it would be helpful to have an update on the attached figures we have been asked to provide this to the minister. Thanks

GRO-C

PS(PH)

From: Richard Gutowski

Date: 21 July 2004

Cc: David Reay

The Skipton Fund – Update on processing of applications

Purpose

Further to my note of 14 July regarding your contribution to the BBC 'You and Yours' programme on the launch of the Skipton Fund, you asked –

1. How long are applications taking to process?
2. How many application forms are coming in – are we seeing a flood?

Skipton Fund processing statistics

2,215 Number of Registration Forms received
2,215 Number of Application Forms that will have been despatched by 23 July
125 Number of Application Forms received
102 Number of claimants who have received payment

In direct response to your questions

1. The average turnaround time from receipt of application forms to authorisation of payment is currently approximately 5 days.
2. To date, approximately 125 application forms have been received. It is expected that this will now increase sharply as applicants begin to return the more complex general-purpose application forms in greater numbers.

Additional notes

- Application forms have been distributed since the Skipton Fund launched on 5 July. The relative complexity of the general-purpose application form means that they take time to complete, and it is expected that the majority of these forms will be returned to the Skipton Fund over the next few months.
- To accommodate this initial surge, the Skipton Fund has revised its estimated turnaround time to 21 days for correctly completed application forms. No guarantee can be made of the actual time taken to process an application because each will depend on the applicant's individual circumstances, compliance and choice of payment method.
- Officials have agreed with the Skipton Fund that they publish on their website the above statistics. These will regularly be updated.
- Officials are confident that the Skipton Fund is well-equipped to deal with the large volume of applications due to be returned over the coming weeks, but we will continue to work with the Fund to ensure its continued success.