

WELFARE RIGHTS TEAM PLAN V0.1

1 April 2024 – 31 March 2025

Background, context and overall purpose of the Welfare Rights Service

Argyll & Bute Council have provided a Welfare Rights service to local clients since 1996, when the duty to provide the service transferred to the new unitary Scottish Local Authorities.

Team Plan

CODE	TASK	ASSIGNED TO	DUE BY	STATUS	Revised target
TP-1	Implement the Local Housing Strategy through the provision of welfare rights advice.	WR Team	31 March 2025	Green	
TP-2	Tribunal Representation	WR Team	31 March 2025	Green	
TP-3	Performance Management	WR Team	31 March 2025	Green	
TP-4	Support to Council Staff/ Health and Sn</MCID 51 >>BDC Q q 3M				

Team Plan : Detail

TP-1

CODE	TASK/MILESTONES	LED BY	PERIOD/DUE BY	STATUS	Outstanding actions / comments
TP-1	Implement the Local Housing Strategy through the provision of welfare rights advice	S. Tuite	31 March 2025	Green	
1.1	Income maximisation and aim to generate £2.75 million per annum			Green	Highlight report to L&R Management Team – quarterly
1.1.2	Quarter 1		31/03/2024		
1.1.3	Quarter 2		30/06/2024		
1.1.4	Quarter 3		31/12/2024		
	Quarter 4		31/03/2025		
1.2	Engage with Local Housing Strategy development for the 2021-2026 plan				

Income maximization figure – Minimum of £10m generated via Welf.u00 Td ()Tj -0.002 Tc -0.0-0 6 Tw 0.28 of

CODE	TASK/MILESTONES	LED BY	PERIOD/DUE BY	STATUS	Outstanding actions / comments
3.1.1	Quarter 1	31/03/2024		Green	
3.1.2	Quarter 2	30/06/2024			
3.1.3	Quarter 3	31/12/2024			

TP-4

CODE	TASK/MILESTONES	LED BY	PERIOD/DUE BY	STATUS	Outstanding actions / comments
TP-4	Support to Council Staff/ Health and Social Care Partnership				

CODE	TASK/MILESTONES	LED BY	PERIOD/DUE BY	STATUS	Outstanding actions / comments
S	Staff Training and Development	S. Tuite	31 March 2025		



CODE	TASK/MILESTONES	LED BY	PERIOD/DUE BY	STATUS	Outstanding actions / comments
					Supervision records held by SWRO next supervision due February 2025

TP-7

CODE	TASK/MILESTONES	LED BY	PERIOD/DUE BY	STATUS	Outstanding actions / comments
TP-7 7.1	Service Planning Review community profile annually	S. Tuite	31 March 2025	Green Green	Annual r 141 [(1(1MC 5056.24

CODE	TASK/MILESTONES	LED BY	PERIOD/DUE BY	STATUS	Outstanding actions / comments
7.5	Review promotion of the service across all platforms. Website, Councils Facebook page, Cascade and promotional materials			Green	Ongoing throughout the year ST produce report