

## **A note from the GLA's commissioned CHAIN team regarding CHAIN quarterly and annual reports production process and timetable**

The purpose of this document is to outline the process and timescales for the production of CHAIN quarterly and annual reports, so that stakeholders can be clear about when they can expect data to be available to them.

### **QUARTERLY REPORTS Part 1: Initial Data Production**

The CHAIN team needs to allow a reasonable amount of time after the end of the quarter before running the reports, in order to ensure that all necessary inputting has been completed by services. If this is not done, experience has shown that figures in the reports can be unrepresentatively low, and significant discrepancies can occur with later retrospectively generated statistics.

In general this means the initial data production week would be **the week within which the midpoint of the month following quarter end falls**. So, for example, initial production of data for the quarter January to March would take place on the week containing 15 April. The team would normally start the reporting process on the Monday of that week.

The procedure for generating the figures starts with a data process to categorise all people seen rough sleeping in London during the quarter, based on the New Rough Sleepers, Living on the Streets, and Intermittent categories. Once this process has been completed, we then run a separate process to determine each borough in which each person has been seen rough sleeping, so that clients can be ascribed to boroughs for reporting purposes. It is not possible to run an individual borough report without first running the overall London process.

Once the overall London and individual borough figures have been produced, we use these to produce a document containing summary figures for London overall and each individual borough. This document is sent to the GLA for review and approval.

On receiving GLA approval, we then distribute the document to outreach managers and local authority leads at each borough. We also send a list of all clients included in the figures for the borough, indicating which category each client has been assigned to.

In general we would aim to have this information disseminated by the **middle to end of the initial production week**. So, for the January to March data, this would usually be the second half of the week containing 15 April.

### **QUARTERLY REPORTS Part 2: Full Reports Production**

In the week following initial production, we begin work on generating data for the remaining sections of the published reports (e.g. nationality, support needs, accommodation and reconnection outcomes etc.). Once we have produced the data for the full Greater London report we again send this to the GLA for review and approval. On receipt of GLA approval for the Greater London report, we finalise the complete set of borough reports and forward these to the GLA for uploading to the Datastore website.

Once the reports have been uploaded to the Datastore we send an email notification to all contacts on our reports mailing list. Anyone not currently included in the mailing list can contact us to request future inclusion.

In general we would aim to have the **full reports published by the end of the month following the quarter end.**

## **ANNUAL REPORTS**

Work on the production of annual reports commences towards the end of April, and publication date will usually be late June. Annual report data is strictly embargoed prior to publication date, and is only accessible by the CHAIN team and GLA.

### **Projected Forthcoming Report Dates**

#### **2024/25 Annual Reports**

30 June 2025

#### **Apr-Jun 2025 Reports (Q1)**

Initial data: 16-18 July 2025

Full reports: 31 July 2025

#### **Jul-Sep 2025 Reports (Q2)**

Initial data: 15-17 October 2025

Full reports: 31 October 2025

#### **Oct-Dec 2025 Reports (Q3)**

Initial data: 14-16 January 2026

Full reports: 30 January 2026

#### **Jan-Mar 2026 Reports (Q4)**

Initial data: 15-17 April 2026

Full reports: 30 April 2026

#### **Apr-Jun 2026 Reports (Q1)**

Initial data: 15-17 July 2026

Full reports: 31 July 2026

#### **Jul-Sep 2026 Reports (Q2)**

Initial data: 14-16 October 2026

Full reports: 30 October 2026