

National Fraud Initiative 2020-21: Final Work Programme and Data Specifications

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NFI 2020-21 Final Work Programme and Data Specifications

Introduction

- 1 In June 2020, the Auditor General consulted on his draft work programme and data specifications for the National Fraud Initiative (NFI) 2020-21. Thirteen consultation responses were received and these responses were overwhelmingly positive about the proposals. In particular, the proposal that local authorities submit data on COVID-19 grants and payments to target the associated fraud risks was widely welcomed in the consultation responses.
- 2 The draft work programme and data specifications have been amended in response to the consultation as set out below:

Work programme

- 3 The Auditor General has finalised his NFI 2020-21 work programme and has decided that Welsh local authorities:
 - be mandated to provide data on COVID-19 grants and payments in accordance with the data specification included within **Appendix 1**.
 - no longer be mandated to provide data on personal alcohol licences and market trader licences for the NFI 2020-21 exercise. However local authorities will have the option of submitting this data on a voluntary basis.
 - no longer be mandated to provide social care payments.
- 4 The finalised work programme is shown in **Exhibit 1**.

NFI 2020-21 Work Programme

Organisation type	Mandatory Dataset
Unitary local authority	<ul style="list-style-type: none">• Payroll• Pensions• Trade creditors' payment history and trade creditors' standing data• Housing benefits (supplied by DWP)• Housing – Tenants, waiting list, Right to Buy• Council tax (annual submission)• Council tax reduction scheme• Electoral register (annual submission)• Students eligible for a loan (to be supplied by SLC)• Private supported care home residents (date of collection to be confirmed)¹• Transport: residents parking and blue badges (blue badge data to be supplied by the Blue Badge Digital Service) and concessionary travel passes and permits• Licences – taxi driver (market trader-operator and personal alcohol licence data may be submitted on a voluntary basis)• Personal budgets (date of collection to be confirmed)• COVID-19 business support grants data
Welsh Government (voluntary participation)	<ul style="list-style-type: none">• Payroll• Trade creditors' payment history and trade creditors' standing data• Concessionary travel passes (all-Wales)

¹ The collection of residential care home and personal budget data has been put on hold until further notice pending clarification of whether this data falls within the definition of 'patient data' within the National Health Service Act 2006. We are therefore postponing the collection of the data.

NFI 2020-21 Work Programme

Organisation type	Mandatory Dataset
Police body Fire and rescue authority	<ul style="list-style-type: none"> • Payroll • Pensions • Trade creditors' payment history and trade creditors' standing data
NHS Body	<ul style="list-style-type: none"> • Payroll • Pensions • Trade creditors' payment history and trade creditors' standing data
Voluntary participants Including: Welsh Government Sponsored Bodies Welsh Universities Audit Wales	May submit: <ul style="list-style-type: none"> • Payroll • Trade creditors' payment history and trade creditors' standing data • Pensions

Data specifications

5 The Auditor General has confirmed the data specifications for the NFI 2020-21 exercise, with the exception of the data specifications for COVID-19 grants and payments. The following changes have been made to the draft data specifications set out in the consultation document:

- additional fields have been added to the payroll data specification for employee date of birth and national insurance number. These fields were inadvertently omitted from the draft data specification.
- an additional field has been added to the concessionary travel permit data specification for date permit was last used. The Welsh Government has agreed to provide concessionary travel permit data on behalf of all Welsh unitary authorities.
- a data specification has been added to enable COVID-19 business support grants data-matching.
- local authorities are no longer mandated to provide data on personal alcohol licences and market traders to the NFI. Local authorities may still provide these data-sets on a voluntary basis.

6 The finalised data-specifications are set out in **Appendix 1**.

Timetable

- 7 The finalised timetable for NFI 2020-21 is shown in **Exhibit 2**. There is a separate timetable for the submission of COVID-19 grant recipient data. The timetable will be published on the Audit Wales website and will be emailed to NFI Key Contacts.

Timetable for NFI 2020-21		
Activity	Who	When
Publication of the final NFI 2020-21 work programme and data specifications.	NFI Team	By Tuesday 4 August 2020
An email containing a link to the NFI 2020-21 instructions on the NFI GOV.UK web page will be sent to Senior Responsible Officers and Key Contacts.	NFI Team	By Friday 7 August 2020
Make the 2020-21 national exercise part of the web application available.	NFI Team	By Friday 7 August 2020
Key Contacts will log in to the 2020-21 web application Data File Upload (DFU) and check the list of expected datasets is accurate and advise us of any changes to the list by Monday 31 August 2020.	NFI Key Contact	Friday 7 August 2020 to Monday 31 August 2020
The data quality criteria for each dataset will be communicated to all participants.	NFI Team	By Monday 31 August 2020
Key Contacts should ensure the person responsible for uploading data has a user account on the web application.	NFI Key Contact	By Friday 11 September 2020, and as and when future changes occur

Timetable for NFI 2020-21

Activity	Who	When
Key Contacts to ensure that the privacy notice compliance declaration is completed.	NFI Key Contact	By Friday 25 September 2020
Key Contacts should ensure that data is extracted from systems as at 30 September 2020 (unless otherwise stated in the data specification) and uploaded to the web application 2020-21 DFU as soon as quality checks have been completed.	NFI Key Contact/User (data up-load)	Data must be uploaded between Friday 9 October 2020* and Tuesday 1 December 2020
Cut off for the main 2020-21 NFI release. If data is not received by close of business on Tuesday 1 December 2020, it may be classed as late and for mandatory NFI participants a failure to fully meet your statutory duty.**	NFI Key Contact/Senior Responsible Officer	5 pm on Tuesday 1 December 2020***
Set up/review accounts for those reviewing matches. Key Contacts should ensure user accounts are set up on the web application for those in their organisation responsible for reviewing matches.	NFI Key Contact	By 28 January 2021 and as and when future changes occur
The 2020-21 exercise matches are available. An email will be sent to Senior Responsible Officers and Key Contacts informing them that the matches are available.	NFI Team	From Thursday 28 January 2021 ****

* A series of reminders will be issued from Wednesday 14 October 2020. Reminders will go to Senior Responsible Officers if data is more than two weeks late (23 October 2020).

** Under Part 3A of the Public Audit (Wales) Act 2004.

*** Failure to submit all of your required data promptly and of acceptable quality (criteria to be confirmed by 31st August 2020) by Tuesday 1st December 2020 may result in some datasets being excluded from the matching process for the results release at the end of January 2021. Data should still be submitted for a later match release.

**** There may be subsequent match releases should data not be provided by the required deadline.

Appendix 1

Data Specifications

Changes introduced for the 2020 to 2021 exercise

COVID-19 grant recipient data	New data requirements for COVID-19 business grants.
Housing Tenants (including Right to Buy)	No change.
Housing Waiting Lists	No change.
Licences	Market Traders and Personal Licence data will not be mandatory for 2020-21. However, they can be provided on a voluntary basis or matched through ReCheck and AppCheck. No change for Taxi Driver data.
Payroll	No change.
Pensions	Added a field for known pension abatements.
Private Supported Care Homes	Added notification that Private Supported Care Home data will not be collected as part of the main 2020-21 exercise. This data will be collected to a different timetable that participants will be notified of in due course.
Transport Passes and Permits	Concessionary travel passes: A new field has been added to capture the data the pass was last used. No change to Blue Badge and Parking Permit.
Trade Creditors History	Added a field for Company Registration Number.

Trade Creditors Standing	Added a field for Company Registration Number.
Personal Budgets and Social Care	Removed Social Care Added notification that Personal Budget data will not be collected as part of the 2020-21 exercise. This data will be collected to a different timetable that participants will be notified of in due course.
Council Tax	No change.
Electoral Register	No change.
Council Tax Reduction Scheme	No change.

Trade Creditors Standing Data

Requirements

- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer-Director of Finance that data has been put at risk unnecessarily.
- Standing data should be current at the date of extraction and should exclude dormant or suspended creditors.

Field name	Data format	Comments
Creditor reference	Character	This is the unique identifier for an individual creditor. This can be in the form of a numeric or alpha numeric string.
Site ID	Character	If Creditors have more than one address, there should be a different record for each but separately identifiable via this Site ID. If a Site ID is provided in this standing data file, it should also be included on the payments history file so that there is a unique linking field between the two datasets. This will make it possible to (a) establish cumulative payments to individual trade creditor sites and (b) attach the trade creditor names to each transaction on the payments' history file.
Creditor name	Character	
Company Registration Number (CRN)	Character	This will be either 8 numeric characters or 2 letters and 6 numeric characters. Leave the field blank if you do not record this.
Address 1	Character	If the address is held in a single field, use the Address 1 field.
Address 2	Character	

Field name	Data format	Comments
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This field should significantly improve address matching.
Telephone number	Character	This may or may not have the area/STD code. It should be output as a character field, so the leading zeros are not lost.
Bank sort code	Character	6 numeric characters in groups of 2 which may be separated by hyphens, eg 20-45-23.
Bank account number	Character	Usually 8 numeric characters.
Building Society Roll number or reference	Character	Building societies have a roll number or reference which indicates the individual account where payments are disbursed to after being paid into a single holding account. This should be blank for normal bank accounts.
Creditor type	Character	<p>This field only needs to be populated if you are unable to provide just trade creditors data ie the submission includes other types of creditors.</p> <p>For example, 0 = trade creditor, 1 = benefits, 2 = payroll, 3 = factor, 4 = grants, 5 = temporary/one-off, etc. Then provide a key to the codes used.</p> <p>If this type of identifier is not available from the system, it would be to your advantage to populate this field to enable you to filter the output more easily and focus</p>

Field name	Data format	Comments
		resources on what you may deem to be the most worthwhile matches.

Trade Creditors History

Requirements

- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- Trade Creditors History data should wherever possible cover at least the last three years, 1 October 2017 to 30 September 2020.

Field name	Data format	Comments
Creditor reference	Character	This is the unique identifier for an individual creditor. This can be in the form of a numeric or alpha numeric string.
Site ID	Character	If Creditors have more than one address, there should be a different record for each but separately identifiable via this Site ID. If a Site ID is provided in this payment history data file, it should also be included on the standing data file so that there is a unique linking field between the two datasets. This will make it possible to (a) establish cumulative payments to individual trade creditor sites and (b) attach the trade creditor names to each transaction on the payments' history file.
Company Registration Number (CRN)	Character	This will be either 8 numeric characters or 2 letters and 6 numeric characters. Leave the field blank if you do not record this.

Field name	Data format	Comments
Suppliers invoice number	Character	This should be the reference shown on the supplier's invoice – usually a number but may have alpha prefixes or suffixes.
Internal-system invoice number	Character	Most systems generate a unique, sequential transaction number so all invoices, credit notes, payments, etc. can be separately identifiable.
Invoice date	Date	This should be the date on the invoice but could be the date of input if the invoice date is not available.
Payment date	Date	If the invoice has not been paid, then leave blank. In those cases, if your system displays a default date in this field and therefore you can't leave it blank, please tell us what the default date is.
Total invoice amount	Numeric	The 'total invoice amount' is inclusive of VAT, less any discount. However, some systems hold VAT exclusive amounts, with the VAT figure held separately. In this case these figures should be added together to produce the 'total invoice amount'.
VAT amount	Numeric	This should be separately identifiable for each invoice but could be nil if invoice is zero rated, exempt or outside the scope of VAT.
Method of payment	Character	For example, BACS, cheque, cash, payable order etc. If codes are used, a 'key' to the codes should be sent with the data submission.
Payment reference number	Character	This field should contain the cheque, payable order (PO) or BACS reference number by which the invoice was paid. This means that invoices that have been paid together would have the same cheque/PO/BACS number.
Remarks	Character	This field can be used as a free text field to include information that may assist you when investigating matches.

Personal Budgets

Personal Budgets (PB) is a mandatory match for applicable bodies. A personal budget is a direct allocation by a council of funding for an individual to spend on a support plan to meet an agreed set of social care needs.

Please note that Personal Budget data will not be collected as part of the 2020-21 exercise. This data will be collected to a different timetable that participants will be notified of in due course.

Requirements

- In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems. If required refer to our guidance showing how to password protect data (PDF document).
- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- For personal budgets and social care payments data should relate to recipients who are over 18 years of age.
- Social care payments are defined as payments made by local authorities for social care (excluding personal budgets paid as direct payments, or private residential care home costs as these are already matched in NFI). Social care payments may include, for example, payments for meals, carers, transport, home modifications, costs for council run care homes and equipment that helps with the tasks of daily living.
- Only include current recipients of personal budgets or social care payments.
- Ensure that there is only one single record for each recipient. Where a recipient is in receipt of more than one type of social care payment, they should only have one record in the data to be uploaded for matching. You will need to remove duplicate records.

Personal Budgets (direct payments)

Field name	Data format	Comments
Title	Character	
Forename	Character	
Middle name(s) or middle initial(s)	Character	
Surname	Character	
National Insurance Number	Character	It is important to provide this field where available in order to improve the quality of the data matching.
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Date of Birth	Date	
Payment Start date (admission date)	Date	The date the payments started.

Field name	Data format	Comments
Claim/Case Reference Number	Character	This should be the unique internal reference number.
Annual Amount Paid	Numeric	This should be the annual amount paid. Monetary amounts should be supplied without a £ sign and in the format of pounds and pence ie 12345.67 Please note: Monetary amounts must be supplied in the same format throughout the file. Records supplied as just pence (ie 123456) will be translated as £123456.00. If monetary values cannot be supplied, the field should be left blank. Please do not insert a zero.
Date the last personal budget direct payment was made	Date	
Housing Benefit Flag	Character	Include a 'Y' in this field to indicate that a personal budget recipient is in receipt of housing benefit. Otherwise leave blank.
Pensions Income Flag	Character	Include a 'Y' in this field to indicate that a personal budget recipient is in receipt of pensions income. Otherwise leave blank.
Unique Property Reference Number (UPRN)	Character	
Gender	Character	This must be 'M' for Male, 'F' for female or blank.

Pensions

Requirements

- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer–Director of Finance that data has been put at risk unnecessarily.
- Where data is being submitted for pension widows then you should ensure the widows name, date of birth and National Insurance Number is submitted and not that of the original pensioner.
- To ensure that the submission of data using the DFU facility is as straightforward as possible data should be uploaded in three separate files:
 - Current pensioners ie those currently in receipt of a pension;
 - If applicable - Pensioners currently in receipt of a pension gratuity; and
 - Optional - Deferred pensioners not currently in payment. Please note any pensions currently in payment should be included in your 'Current pensioners'

Current Pensioners (those currently in receipt of a pension)

Field name	Data format	Comments
Employee reference number	Character	Employee reference number
Employee post number	Character	Employee post number
Title	Character	Title
Gender	Character	Gender
Surname	Character	Surname
Forename(s)	Character	Forename(s)

Field name	Data format	Comments
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	
Date started pension	Date	
Date employment ended	Date	Included as an independent check that only pensioners are included.
Leaver indicator	Character	

Field name	Data format	Comments
Pensioner's widow(er) indicator	Character	Enter 'W' for pension widow(er)s and ensure the widow(er)'s name, DOB and NI Number are submitted rather than those of the original pensioner.
National insurance number	Character	
Gross pension to date	Numeric	This should be gross pension to date NOT taxable pension to date. Do not submit a record if this field is zero.
Date last paid	Date	
Injury pension flag	Character	Police and Fire pensions only. Include a 'Y' in this field if the pensioner is in receipt of an enhanced pension due to injuries suffered at work.
Ill health retirement flag	Character	Include a 'Y' in this field if the pensioner retired on ill health grounds. This will assist with pension abatement matches.
Pension abatement flag	Character	Include a 'Y' in this field if pension is being reduced due to abatement rules.

Pensioners currently in receipt of a pension gratuity (if applicable)

Field name	Data format	Comments
Employee reference number	Character	
Employee post number	Character	Leave blank if not applicable, but do not omit this field
Title	Character	
Gender	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	

Field name	Data format	Comments
Unique Property Reference Number (UPRN)	Character	
Date of Birth	Date	
Date started pension	Date	
Date employment ended	Date	Included as an independent check that only pensioners are included
Leaver indicator	Character	
Pensioner's widow(er) indicator	Character	Enter 'W' for pension widow(er)s and ensure the widow(er)'s name, DOB and NI Number are submitted rather than those of the original pensioner.
National insurance number	Character	
Gross pension to date	Numeric	This should be gross pension to date NOT taxable pension to date. Do not submit a record if this field is zero.
Date last paid	Date	

Deferred pensioners not currently in payment (optional)

Please note any pensions currently in payment should be included in your 'Current Pensioners' file

Field name	Data format	Comments
Employee reference number	Character	
Employee post number	Character	Leave blank if not applicable, but do not omit this field
Title	Character	
Gender	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	

Field name	Data format	Comments
Unique Property Reference Number (UPRN)	Character	
Date of Birth	Date	
Date started pension	Date	
Date employment ended	Date	Included as an independent check that only pensioners are included
Leaver indicator	Character	
National insurance number	Character	

Payroll

Requirements

- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- All payrolls (for example, monthly, weekly, and quarterly, members/councillors, schools, and teachers) should be provided. However, data should not be provided in respect of payrolls processed for other organisations on an agency basis unless:
 - this has been authorised by the organisation; and
 - the organisation has confirmed that a Privacy Notice has been issued.
- Ensure a single file for each organisation is uploaded ie do not submit one file that merges Police, Fire and County Council employees.
- Ensure that there is only a single record for each employee ie details for individual employees with more than one post should be merged into one record. For example, for employees with multiple posts 'Gross pay to date' and 'Standard hours per week' for each post should be added together to give aggregated totals for those two fields. Other fields such as 'Date started', 'Sort code' and 'Bank account' should be provided from the main (highest earnings) post.
- Include current employees only.

Field name	Data format	Comments
Employee reference number	Character	
Employee post number	Character	Leave blank if not applicable, but do not omit this field
Department	Character	Provide the Department where the employee works, for example, Social Services, Education. If this field contains a code, please provide a lookup table.
Title	Character	

Field name	Data format	Comments
Gender	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This new field should significantly improve address matching.
Date of Birth	Date	
Home telephone number	Character	These fields are provided for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	

Field name	Data format	Comments
Email address	Character	
Passport number	Character	
Date started	Date	
Date left	Date	Included as an independent check that only current employees are included.
Leaver indicator	Character	
National Insurance Number	Character	
Full-time/part-time flag	Character	Insert 'F' for full time (employed for 30 or more hours per week), 'P' for part time (less than 30 hours a week) or 'C' for Casual/As and when employees.
Gross pay to date	Numeric	This should be gross pay to date NOT taxable pay to date for the 2020-2021 financial year up to date of extract. Do not submit a record if this field is zero.
Standard hours per week	Numeric	eg 16 hours as 1600.
Date last paid	Date	
Teacher flag	Character	Insert 'T' for a teacher. Leave blank if not applicable but do not omit this field.
Sort code	Character	6 numeric characters in groups of 2 which may be separated by hyphens, eg 20-45-23.
Bank account	Character	Usually 8 numeric characters.

Field name	Data format	Comments
Building society roll number	Character	Building societies have a roll number where payments are disbursed to after being paid into a single account.

Licences (includes market trader, taxi driver and personal licences for the supply of alcohol)

Requirements

- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- Submission of taxi driver data is mandatory for NFI 2020-21. Submission of market trader and personal alcohol licence data can be submitted for the main NFI exercise on a voluntary basis or may be matched through NFI AppCheck or ReCheck.
- In order to ensure that the submission of data using the DFU is as straightforward as possible data should be uploaded in three separate files:
 - current holders of a market trader or similar licence;
 - current holders of a taxi driver licence (private hire and Hackney carriages); and
 - current holders of a 'personal alcohol licence' (PAL) where the licence holder is also a 'Designated Premises Supervisor' (DPS).

Current holders of a market trader or similar licence (voluntary submission)

Field name	Data format	Comments
Reference number	Character	This should uniquely identify the individual, ie the licence number
Title	Character	

Field name	Data format	Comments
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Address 1	Character	If the address is held in a single field, use the Address 1 field.
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This field should significantly improve address matching
Date of Birth	Date	
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	

Field name	Data format	Comments
National insurance number	Character	Where NI numbers are collected and retained within the data then they should be included within the data submission to NFI.
Licence start date	Date	
Licence expiry date	Date	
System type flag	Character	Insert 'M' in this field to indicate the data relates to a market trader/operator.

Current Holders of a Taxi Driver, Private Hire or Hackney Carriage licence (mandatory data-set)

Field name	Data format	Comments
Reference number	Character	This should uniquely identify the individual, ie the licence number
Title	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Address 1	Character	If the address is held in a single field, use the Address 1 field.

Field name	Data format	Comments
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This field should significantly improve address matching
Date of Birth	Date	
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
National insurance number	Character	Where NI numbers are collected and retained within the data then they should be included within the data submission to NFI.
Licence start date	Date	
Licence expiry date	Date	
System type flag	Character	Insert 'T' in this field to indicate the data relates to a taxi driver.

Current holders of a ‘personal alcohol licence’ (PAL) where the licence holder is also a ‘Designated Premises Supervisor’ (voluntary submission)

Data should only be submitted for personal licence holders who are registered at a premise (eg Designated Premises Supervisor) as this indicates potential employment and earnings

Field name	Data format	Comments
Reference number	Character	This should uniquely identify the individual, ie the licence number
Title	Character	
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the ‘Forename(s)’ cell if preferred.
Address 1	Character	If the address is held in a single field, use the Address 1 field.
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This field should significantly improve address matching

Field name	Data format	Comments
Date of Birth	Date	
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
National insurance number	Character	Where NI numbers are collected and retained within the data then they should be included within the data submission to NFI.
Premises name	Character	This field is required as a check that data only relates to PAL holders that are also registered as a DPS.
Licence start date	Date	
Licence expiry date	Date	
System type flag	Character	Insert 'P' in this field to indicate the data relates to a Personal Licence to supply alcohol.

Housing waiting list

Requirements

- Data submitted should meet this data specification ie include all field names
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- Data should only be provided in relation to residential properties. Do not submit data for garages, sheds, etc.
- Data should be provided for all named applicants who are either actively bidding or eligible to bid for properties as they have been judged higher priority. The pilot showed that the best results from this data set were achieved when the data uploaded was limited to these individuals.

Field name	Data format	Comments
Waiting list reference	Character	This uniquely identifies the person or the application if there is more than one named applicant.
Surname	Character	
Forename(s)	Character	
Address 1	Character	If the address is held in a single field, use the Address 1 field.
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	

Field name	Data format	Comments
Unique Property Reference Number (UPRN)	Character	Provide if held.
Date of Birth	Date	
National insurance number	Character	Provide if held.
Housing benefit reference	Character	Include the housing benefit reference if applicable
Application start date	Date	Date application was made
Application end date	Date	Included as an independent check that only current waiting list applicants are included.

Housing tenants

Requirements

- Data submitted should meet this data specification ie include all field names
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- Data should only be provided in relation to residential properties. Do not submit data for garages, sheds etc.
- Data should be provided for all named tenants ie first named tenants, joint tenants or other tenants. Do not provide data for dependents.
- In order to ensure that the submission of data using the DFU facility is as straightforward as possible data should be uploaded in two separate files:
 - current named tenants including those where a right to buy purchase is in progress; and
 - former tenants who completed a right to buy application in the last three years prior to the date of extract (exact dates will be advised separately).

Current Tenants

Field name	Data format	Comments
Tenant status flag	Character	Insert a flag to indicate where the tenant is first named tenant or other. 'F' for first named or joint tenant 'O' for 2nd, 3rd, etc named tenant.
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address 1	Character	Where the address is a permanent address.

Field name	Data format	Comments
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local Authorities only.
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
Date of Birth	Date	
National insurance number	Character	
Number living permanently at address	Numeric	
Tenant/account reference	Character	This uniquely identifies the person.

Field name	Data format	Comments
Housing benefit reference	Character	Include the housing benefit reference if applicable.
Right to buy flag	Character	Insert 'I' in this field to identify where a purchase is in progress (current tenant) under Right to buy.
Right to buy application stage	Numeric	Numeric insert stage 1 to 11 in line with DCLG guidance on stages of an RTB application (local systems may vary).
Tenancy start date	Date	
Tenancy end date	Date	Included as an independent check that only current tenants are included.

Former Tenants who have completed a right to buy purchase

Field name	Data format	Comments
Tenant status flag	Character	Insert a flag to indicate where the tenant is first named tenant or other. 'F' for first named or joint tenant 'O' for 2nd, 3rd, etc named tenant.
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address 1	Character	Where the address is a permanent address.

Field name	Data format	Comments
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local Authorities only.
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
Date of Birth	Date	
National insurance number	Character	
Tenant/account reference	Character	This uniquely identifies the person.
Housing benefit reference	Character	Include the housing benefit reference if applicable.
Right to buy flag	Character	Insert a 'C', where the right to buy purchase is complete (former tenant).

Field name	Data format	Comments
Right to buy application stage	Numeric	Insert stage 1 to 11 in line with DCLG guidance on stages of a RTB application (local systems may vary).
Tenancy end date	Date	Included as an independent check that only former tenants are included.
Right to buy completion date	Date	
Amount of Right to Buy discount awarded	Numeric	

Electoral Registration (required annually)

Requirements

- Electoral register data should relate to the latest annual registration exercise.
- This data should be the 'full version' of the Electoral Register (not the commercially available 'edited version').
- In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems.
- The upload process involves automatic mapping of fields to the specification by field name recognition. However, if there are no field names within the extracted data, it will require the person uploading to manually map each field to the appropriate field within the specification on the NFI system. Therefore, it would be preferable to include field names within the data extract if possible.
- If the surname and forename fields are not fully populated, or are unpopulated, these fields will still need to be provided, as they have to be mapped for the upload to be accepted. Electoral register systems where this is the case will normally also include an aggregated field that holds all name details. Where this happens, the aggregated field should also be provided so it can be mapped to the 'Full name' field within the specification.

Field name	Data format	Comments
Electoral Register reference number	Character	This should be unique.
Unique Property Reference Number (UPRN)	Character	Each UPRN should be unique. All UPRNs held should be included in the submission even if this field is not fully populated.
Title	Character	
Surname	Character	
Forename	Character	
Middle name(s) or middle initial(s)	Character	

Field name	Data format	Comments
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Date of birth or Date of attainment	Date	This should exist when a member of the household has reached, or is soon to reach, the age of majority (currently 18).
Full name	Character	This should only be provided if the whole name is in the same field within the Electoral Registration system and it cannot be split into separate surname and forename fields.

Council Tax (required annually)

Council Tax (CT) and Electoral Register (ER) data is required by the NFI annually for single person discount matching.

Requirements

- In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems.
- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility within the NFI web application.
- Only current/live accounts should be extracted.
- The Unique Property Reference Number (UPRN) field should be included in your submission if it is populated or part populated.
- A date of birth field is included, but it is accepted that this is not routinely stored as it is not mandatory for charging of CT. However, if it is captured, even as an optional field, it should be included in the extraction.
- If the surname and forename fields are not fully populated, or are unpopulated, these fields will still need to be provided as they have to be mapped for the upload to be accepted. Council tax systems where this is the case will normally also include an aggregated field that holds all name details. Where this happens, the aggregated field should also be provided so it can be mapped to the 'Full name' field within the specification.
- The data extracted should relate to all CT accounts, whether or not there is a discount or exemption. Therefore, this should cover every domestic property ie where CT is applicable.
- The upload process involves automatic mapping of fields to the specification using field name recognition. However, if there are no field names within the extracted data, it will require the person uploading to manually map each field to the appropriate field within the specification on the NFI system. Therefore, it would be preferable to include field names within the data file if that is possible.

Field name	Data format	Comments
Council Tax account reference	Character	This should be unique.
Unique Property Reference Number (UPRN)	Character	Each UPRN should be unique. All UPRNs held should be included in the submission even if this field is not fully populated
Title	Character	
Surname	Character	
Forename	Character	
Middle name(s) or middle initial(s)	Character	
Full name	Character	Some systems (including Academy) may provide all their name details in one field ie title, surname, forename, middle name. Only if the surname and forename fields are not fully populated should this field be included in the extracted data system and it cannot be split into separate surname and forename fields.
Date of birth	Date	This data is not necessarily collected but should be provided if it is.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	

Field name	Data format	Comments
Postcode	Character	
Title of another liable person	Character	This should be blank if only one liable person and should be the second named if more than 2 liable persons.
Surname of other liable person	Character	
Forename of other liable person	Character	
Middle name (initial) of other liable person	Character	
Date of birth of other liable person	Date	If held this should be blank if there is no other liable person and should be the second named if more than 2 liable persons.
Discount/exemption start date	Date	
Discount/exemption expiry date	Date	
Discount type/code	Character	Please insert a flag to indicate the discount type/code*
Disregard type/code	Character	Please insert a flag to indicate the disregard type/code**
Exemption type/code	Character	Please insert a flag to indicate the exemption code/type**

Field name	Data format	Comments
Benefit/CTR recipient indicator	Character	Preferably Y/N. This flag should be provided if available.
Disabled reduction indicator	Character	Preferably Y/N. This flag should be provided if available.
Council Tax band	Character	A to I in Wales.
Council Tax amount	Numeric	This should be the full liability, eg according to the banding pre discount.
Discount/Exemption amount	Numeric	This should be the actual amount discounted/exempted rather than the amount due after discount/exemption.
Empty Property Flag	Character	Preferably Y/N. This flag should only be provided where the Local Authority is taking up the Premium CT matching service.
Billing address 1	Character	If applicable. This could be called a 'forwarding address' on your system, but if a second home discount applies this is where the address of the main residence address should be provided.
Billing address 2	Character	
Billing address 3	Character	
Billing address 4	Character	
Billing address postcode	Character	

* IMPORTANT – The Discount type field contents can vary between systems, but most will more than likely include the word 'SINGLE' where there is a single person's discount. The upload facility will look for this identifier so it would be worth checking that this field follows this standard.

** Disregards and exemptions may vary between systems, but we would expect similar to the following:

Disregards

- Student: suggested field entry = STUDENT

Exemptions

- CLASS A: Uninhabitable
- CLASS B: Owned by charity unoccupied < 6 months
- CLASS C: Unoccupied unfurnished < 6 months
- CLASS D: Unoccupied in prison/detention under Mental Health Act
- CLASS E: Unoccupied in hospital/care home/hostel
- CLASS F: Unoccupied probate not granted
- CLASS G: Unoccupied occupation prohibited by law
- CLASS H: Unoccupied awaiting minister of religion
- CLASS I: Unoccupied receiving care
- CLASS J: Unoccupied to provide care
- CLASS K: Unoccupied owner student
- CLASS L: Unoccupied repossessed by mortgage lender
- CLASS N: All occupiers are students
- CLASS O: Armed forces accommodation
- CLASS S: All occupiers under 18
- CLASS T: Unoccupied granny annex/staff flat
- CLASS U: All occupants severely mentally impaired
- CLASS V: Liable person diplomat
- CLASS W: Occupied by dependant relative

Transport Passes and Permits

Requirements

- Only data relating to ADULTS over 18 should be provided.
- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- The following data-sets are mandated from unitary local authorities
 - current holders of a resident's parking permit;
 - current holders of a blue badge; and
 - current holders of a concessionary travel pass.

The Welsh Government has agreed on behalf of local authorities in Wales to provide concessionary travel pass data on an all-Wales basis.

Current holders of a Resident's Parking Permit (ADULTS over 18 ONLY)

Field name	Data format	Comments
Reference number	Character	This should be the internal reference number.
Pass/Permit number	Character	This should be the actual resident's parking permit reference number.
Title	Character	
Surname	Character	
Forename	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address 1	Character	

Field name	Data format	Comments
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local Authorities only.
Date of birth	Date	Only data relating to adults over 18 should be provided.
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
Permit start date	Date	
Permit expiry date	Date	

Field name	Data format	Comments
Permit type flag	Character	Insert 'R' in this field to indicate the data relates to a resident's parking permit.

Current holders of a Blue Badge (ADULTS over 18 ONLY)

Field name	Data format	Comments
Reference number	Character	This should be the internal reference number.
Pass/Permit number	Character	This should be the actual blue badge reference number.
Title	Character	
Surname	Character	
Forename	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	

Field name	Data format	Comments
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local Authorities only.
Date of birth	Date	Only data relating to adults over 18 should be provided.
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
Permit start date	Date	
Permit expiry date	Date	
Permit type flag	Character	Insert 'B' in this field to indicate the data relates to blue badges.

Current holders of a concessionary travel pass (Over 18s ONLY)

Field name	Data format	Comments
Reference number	Character	This should be the internal reference number.
Pass/Permit number	Character	This should be the actual concessionary travel pass reference number.
Title	Character	
Surname	Character	
Forename	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local Authorities only.

Field name	Data format	Comments
Date of birth	Date	Only data relating to adults over 18 should be provided.
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.
Home telephone number	Character	These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.
Mobile telephone number	Character	
Email address	Character	
Permit start date	Date	
Permit expiry date	Date	
Permit type flag	Character	Insert 'F' in this field to indicate the data relates to concessionary travel passes.
Date last used	Date	

Private Supported Care Home Residents

Requirements

- In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems.
- Data submitted should meet this data specification ie include all field names
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- Data should only relate to current care home residents where the council is paying for all or part of the care.
- Private Supported Care Home Resident data will not be collected as part of the 2020-21 exercise. This data will be collected to a different timetable that participants will be notified of in due course.

Field name	Data format	Comments
Case Reference	Character	This should be the internal reference number.
Title	Character	
Surname	Character	
Forename	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred.

Field name	Data format	Comments
Current address 1	Character	This should be the care home address
Current address 2	Character	
Current address 3	Character	
Current address 4	Character	
Current address postcode	Character	
Date of admission	Date	
Previous address 1	Character	
Previous address 2	Character	
Previous address 3	Character	
Previous address 4	Character	
Previous address postcode	Character	

Field name	Data format	Comments
Date of birth	Date	
National insurance number	Character	
Weekly cost of care	Numeric	Provide the amount the individual receives for care costs per week. This is to enable the Auditor General to more accurately estimate the value of fraud or error prevented.

Council Tax Reduction Scheme

Extraction

Whilst it is up to the individual body to arrange for the necessary data extract, we encourage the principle of sharing extraction routines to make the process more efficient and economical.

Requirements

- In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems;
- Data submitted should meet this data specification ie include all field names;
- Data should only be submitted via the upload facility within the web application; and
- Only current/live accounts where Council Tax Reduction is being applied should be extracted.

Field name	Data format	Comments
Account reference	Character	CTRS may be administered within the revenue and benefits system or a stand/alone system.
Unique Property Reference Number (UPRN)	Character	Each UPRN should be unique. All UPRNs held should be included in the submission even if this field is not fully populated.
Claimant title	Character	
Claimant surname	Character	
Claimant forename	Character	
Claimant middle name(s) or middle initial(s)	Character	

Field name	Data format	Comments
Claimant National Insurance number	Character	
Claimant date of birth	Date	This data is not necessarily collected but should be provided if it is.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Council Tax Reduction start date	Date	
Council Tax Reduction expiry date	Date	
Council Tax band	Character	A to I in Wales.
Council Tax amount	Numeric	Weekly

Field name	Data format	Comments
Amount of Council Tax Reduction (not including any other discounts or exemptions)	Numeric	Weekly amount
Claimant Income from Earnings	Numeric	Weekly income from earnings.
Claimant Capital/Savings declared	Numeric	Total amount declared.
Claimant Occupational Pension income	Numeric	Weekly occupational pension income.
Claimant Pension Credit Savings Credit income	Numeric	Weekly income
Claimant Pension Credit Guaranteed Credit income	Numeric	Weekly income where available (otherwise include flag in field below)
Claimant Pension Credit Guaranteed Credit Income Flag	Character	Yes or No
Claimant Income Support income	Numeric	Weekly income where available (otherwise include flag in field below).
Claimant Income Support Income Flag	Character	Yes or No

Field name	Data format	Comments
Claimant Job Seekers Allowance income	Numeric	Weekly income where available (otherwise include flag in field below).
Claimant Job Seekers Allowance Income Flag	Character	Yes or No
Claimant Employment Support Allowance (ESA) income	Numeric	Weekly income where available (otherwise include flag in field below).
Claimant Employment Support Allowance (ESA) income Flag	Character	Yes or No
Claimant Student Flag	Character	Yes, No, Unknown
Partner Title	Character	
Partner Surname	Character	
Partner Forename	Character	
Partner Middle Name	Character	
Partner Data of Birth	Date	

Field name	Data format	Comments
Partner National Insurance Number	Character	
Partner Income from earnings	Numeric	Weekly income from earnings.
Partner Occupational Pension	Numeric	Weekly occupational pension income.

COVID-19 Grant Recipient Data

Requirements

- In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems.
- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.

Field name	Data format	Comments
Grant Type	Character	This field should denote the scheme for which the grant was awarded. For Grant 1 (Retail Hospitality and Leisure) awards mark RHLGF and for Grant 2 (Small Business Grants awards mark (SBGF). Please do not include Phase 3 Lockdown Business Fund Grants announced in October 2020.

Field name	Data format	Comments
Grant Awarded £	Numeric	Amount awarded. This should be the amount of grant paid. Monetary amounts should be supplied without a £ sign and in the format of pounds and pence ie 12345.67 Please note: Monetary amounts must be supplied in the same format throughout the file.
Date grant paid	Date	DD/MM/YYYY
Business Rates account reference	Character	This should be unique and will facilitate linking back to the Business Rates System
Company Number (CRN)	Character	A company registration number is a unique number issued by Companies House. This will facilitate checks to Companies House data. If a company has a Company Number it must be provided here.
VAT Registration Number	Character	This is to assist in the verification of the trading status of a Company. If a company has a VAT registration number it must be provided here.
Company type	Character	This is to assist in the verification of the trading status of a Company.
Business Registered Name	Character	To facilitate linking back to Business Rates system and checks to Companies House data.

Field name	Data format	Comments
Business Trading Name	Character	To facilitate linking back to Business Rates system and checks to Companies House data.
Surname of Grant Recipient	Character	Name details are to assist in the verification of the identity of individuals in receipt of grants and to be checked against UKCH information.
Forename of Grant Recipient	Character	
Middle name or middle initial of Grant Recipient	Character	
Method of Payment	Character	eg BACS, Cheque
Bank Sort Code	Character	6 numeric characters in groups of 2 which may be separated by hyphens, eg 20-45-23
Bank Account Number	Character	Usually 8 numeric characters.
Bank Account Name	Character	Name of the account as listed with the banking institution.
Building society roll number	Character	Building societies have a roll number where payments are disbursed to after being paid into a single account.
Business trading Address 1	Character	The property for which the grant has been awarded. To facilitate linking back to the Business Rates System.
Business trading Address 2	Character	

Field name	Data format	Comments
Business trading Address 3	Character	
Business trading Address 4	Character	
Business trading Address Postcode	Character	
Registered Address 1	Character	The property for which the grant has been awarded. To facilitate linking back to Companies House.
Registered Address 2	Character	
Registered Address 3	Character	
Registered Address 4	Character	
Registered Address Postcode	Character	
Rateable Value	Numeric	Where possible please provide this field. This should be the rateable value of the property to which the grant relates. Monetary amounts should be supplied <u>without</u> a £ sign and in the format of pounds and pence i.e. 12345.67 Please note: Monetary amounts must be supplied in the same format throughout the file.



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Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.