

# National Fraud Initiative 2022-23: Work Programme and Data Specifications

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## Introduction

- 1 On 30 June 2022, the Auditor General for Wales (Auditor General) issued a consultation draft of the National Fraud Initiative (NFI) 2022-23 work programme for Wales and draft data specifications to support the work programme. This document sets out the finalised work programme and data specifications.

## Background

- 2 The NFI is a UK-wide data matching exercise that helps to detect and prevent fraud. It is conducted in Wales by the Auditor General under his statutory data matching powers set out in Part 3A of the Public Audit (Wales) Act 2004 (the 2004 Act).
- 3 The NFI is designed to help public bodies build their fraud detection capability through data matching at a national level. The Auditor General collaborates with the UK Cabinet Office, Audit Scotland and the Northern Ireland Audit Office to run NFI as a UK-wide exercise.
- 4 Fraud is a diverse and evolving crime, the scale of which continues to increase as new fraud areas and more sophisticated mechanisms to commit fraud are sought.
- 5 Fraud is the most commonly experienced crime in the UK, accounting for around 40% of all crime. Data indicates that fraud levels are increasing. Latest data from the Crime Survey for England and Wales shows that there were 5.1 million reported instances of fraud in the year ending September 2021, a 36% increase compared to the year ending September 2019<sup>1</sup>. In the public sector, the estimated cost of fraud is between £29 billion and £52 billion per year<sup>2</sup>. Fraud against the public sector can compromise public services and damage trust in government. Finding ways to help safeguard public funds through fraud prevention and detection programmes like the NFI are important for protecting vital public services.
- 6 Recently, the emergency response to the COVID-19 pandemic led to significant increases in government funding to support individuals and the economy through an uncertain and challenging period. The need to have in place fast and effective countermeasures to minimise fraud losses further highlights the importance of tools such as the NFI to protect public funds.
- 7 Cumulative detected and prevented savings identified from NFI data matching since 1996 now exceed £2 billion across the UK and £49.4 million in Wales.

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<sup>1</sup> Source: [ONS Crime in England and Wales year ending September 2021](#)

<sup>2</sup> Source: [Fraud Landscape Bulletin 2019-20](#)

## Statutory framework

- 8 Under the provisions in Part 3A of the 2004 Act, the Auditor General:
- may conduct data matching exercises, for the purpose of assisting in the prevention and detection of fraud in or with respect to Wales;
  - may require local government, (including police and crime commissioners, police chief constables and fire and rescue authorities) and NHS bodies in Wales to provide data for data matching exercises; and
  - may accept data submissions on a voluntary basis from bodies other than local government and NHS bodies.
- 9 The legislation also empowers the Wales Audit Office (WAO) to charge fees to NFI participating bodies. The WAO has decided not to exercise this power and costs associated with the NFI are instead covered by the income the Wales Audit Office receives from the Welsh Consolidated Fund.

## Work programme

- 10 The previous NFI work programme was reviewed in consultation with the Cabinet Office, Audit Scotland and the Northern Ireland Audit Office, and the Auditor General. The Auditor General has decided to make the following changes to datasets required to be submitted to NFI by Welsh local authorities (no changes have been made for Welsh NHS bodies):
- remove social care datasets from the list of mandatory data requirements for the main NFI 2022-23 exercise; and
  - continue to mandate datasets, where appropriate, relevant to the COVID-19 grant relief programme.

## Reasons for changes to the mandatory datasets

### Social care data

- 11 Datasets that target fraud, error and overpayments in the social care sector have been mandatory NFI submissions for local authorities in Wales for several years. These datasets include residential care homes data, which was included in the NFI work programme in 2004, followed by personal budget data in 2014. These datasets have been matched against deceased person data to identify cases where the local authority may have continued payments after a death has occurred. Personal budget data is also matched between local authorities to identify duplicate payments across one or more councils.
- 12 Social care data matches have generated over £25 million of savings for local authorities across the UK in this time. In the NFI 2020-21 exercise, the collection of social care datasets was postponed to evaluate the effect of changes made to the National Health Service Act 2006, which reclassified this type of data as 'patient data'.

- 13 The Auditor General concluded that while the NFI is able to match patient data on a mandatory basis, he can only disclose data matching results to a relevant NHS body. As local authorities are not relevant NHS bodies as defined in Section 64D of the 2004 Act, the legislation does not permit the release of any social care data matches to local authorities.
- 14 NFI participants have told us that social care data matches are valuable intelligence to help mitigate the risk of fraud and overpayments to care home providers and individuals in receipt of a personal budget. The Auditor General is therefore working closely with the Cabinet Office to explore alternative solutions to resolve this situation. These include:
- voluntary data matching options independent of the core NFI work programme, using alternative data matching powers such as the Digital Economy Act 2017 or local authorities' own statutory powers; and
  - working to secure legislative changes to the restrictions on the use of patient data within the 2004 Act.
- 15 In the absence of a current legal power to disclose social care data matches in the NFI to local authorities, the Auditor General has decided to remove both residential care homes and personal budgets data from the NFI 2022-23 work programme. These datasets may be reintroduced in future work programmes should an appropriate resolution be found.

## **COVID-19 payment data**

- 16 As part of the Welsh Government's COVID-19 emergency response, significant measures were introduced to help alleviate social and economic pressures from the coronavirus pandemic. This included funding to support individuals and businesses through the provision of grants and payments, administered in part by local authorities.
- 17 To help provide a counter fraud response to these measures, the NFI 2020-21 work programme extended the mandatory data requirements for local authorities to include COVID-19 grant funding data. During the NFI 2020-21 exercise this data has, and continues to be, used as part of a national data matching pilot to identify individuals and businesses that have received COVID-19 grants and payments that they were not entitled to.
- 18 To date, NFI data matching has identified overpayments across two COVID-19 grant schemes during the NFI 2020-21 exercise:
- small business grants fund;
  - retail, hospitality and leisure grant fund.
- 19 The pilot also matched grant recipient data to watch list data and then provided results to the National Anti-Fraud Network (NAFN) for review. NAFN's review flagged new insights around impersonation fraud, and they are now working with local authorities to help investigate potentially fraudulent matches.
- 20 Across the UK overpayments identified through this work are currently £5.4 million with continued savings still being realised.

21 The Auditor General will continue to work with local authorities and the Welsh Government to understand any further benefits that NFI can offer from undertaking additional data matching on COVID-19 grants. To ensure we can act when needed, the Auditor General has decided to include COVID-19 grant recipient data in the NFI 2022-23 work programme; however, he will only mandate data submission(s) if or when it is appropriate to do so. Should he deem it appropriate to request this data, we will communicate the data requirements and timetable to local authorities when necessary.

## Existing datasets

22 The Auditor General has reviewed the inclusion of existing mandatory datasets in the NFI work programme by looking at the resulting benefits from our data matches. Our aim is to ensure that the data we collect and match is beneficial to participants and proportionate under data protection legislation to merit its inclusion in the exercise.

23 The review found that the existing datasets continue to show significant financial savings. Therefore, with the exception of social care datasets as set out in **paragraphs 11 to 15**, the Auditor General has decided to retain all existing datasets for the NFI 2022-23 exercise.

24 The datasets for NFI 2022-23 are set out in **Table 1. Appendix 1** of this document sets out the finalised data specifications for the datasets set out in **Table 1**.

**Table 1: NFI 2022-23 Work Programme –datasets by participating body type**

Organisation type	Mandatory dataset
Unitary local authority	<ul style="list-style-type: none"> <li>• Housing – tenants and waiting list</li> <li>• Taxi driver licences (personal alcohol and market trader licence data may be submitted on a voluntary basis)</li> <li>• Payroll</li> <li>• Pensions</li> <li>• Transport: residents parking and blue badges (blue badge data to be supplied by the Blue Badge Digital Service) and concessionary travel passes and permits</li> <li>• Trade creditors' payment history and trade creditors' standing data</li> <li>• Council tax reduction scheme</li> <li>• Council tax (annual submission)</li> <li>• Electoral register (annual submission)</li> <li>• COVID-19 payment data (should the Auditor General deem it appropriate to request this data)</li> <li>• Housing benefits (supplied by DWP)</li> <li>• Students eligible for a loan (to be supplied by SLC)</li> </ul>

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

# Appendix 1

## Data specifications

### Changes introduced for the 2022 to 2023 exercise

Housing tenants	No change.
Housing waiting lists	No change.
Taxi driver licences	No change
Payroll	No change.
Pensions	No change
Transport passes and permits	For blue badges added an optional field for vehicle registration number.
Trade creditors history	No change
Trade creditors standing	No change
Council tax reduction scheme	No change.
Council tax	No change.
Electoral register	No change.
COVID-19 grant recipient data	Specification will only be provided if further data-matching work is to be undertaken in this area.



\* Specifications have been provided for Personal Budgets and Private Supported Care Home Residents data, but these datasets will only be requested if a solution is identified to the legislative issue set out in **paragraphs 11 to 15**.

## 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.
- 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 between 1 April 2019 to the date of extract (30 September 2022), or as a minimum 1 April 2022 to date of extract.

### 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

Field name	Data format	Comments
		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.
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured.
Home telephone number	Character	
Mobile telephone number	Character	
Email address	Character	
Date of birth	Date	
National insurance number	Character	

Field name	Data format	Comments
Number living permanently at address	Numeric	
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 '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 <a href="#">DCLG guidance</a> 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	

Field name	Data format	Comments
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.
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	
Mobile telephone number	Character	
Email address	Character	
Date of birth	Date	

Field name	Data format	Comments
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).
Right to buy application stage	Numeric	Insert stage 1 to 11 in line with <a href="#">DCLG guidance</a> 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	

## Housing waiting list

### Requirements

- Data submitted should meet this data specification ie include all field names
- 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. This will result in you receiving the matches relating to these high-risk 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	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	Provide if held.
Date of birth	Date	

Field name	Data format	Comments
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.

## Taxi Driver Licence

Market trader and personal licence for the supply of alcohol data are no longer mandatory datasets. However, these datasets can be provided on a voluntary basis through Recheck, FraudHub or AppCheck. Please contact the NFI Team for the data specification.

### Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Data should only be provided for current Taxi, Private Hire and Hackney Carriage licence holders only.

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	



Field name	Data format	Comments
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	If available
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 collected
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.

## Payroll

### Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Current employees from 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.

Field name	Data format	Comments
Employee reference number	Character	
Employee post number	Character	Leave blank if not applicable
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	
Gender	Character	
Surname	Character	

Field name	Data format	Comments
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	If available, 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	
Email address	Character	
Passport number	Character	

Field name	Data format	Comments
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 2022-2023 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 and 17 hours 30 mins as 1750
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.
Building society roll number	Character	Building societies have a roll number where payments are disbursed to after being paid into a single account.

## Pensions

### Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Where data is being submitted for pension widow(er)s then you should ensure the widow(er)'s 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' file.

### Current pensioners (those currently in receipt of a pension)

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

Field name	Data format	Comments
		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 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 for the 2022-23 financial year up to date of extract. 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 or if pension abatement rules are not applicable. Records marked with a 'Y' will be excluded from matching.

## 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 for the 2022-23 financial year up to date of extract. 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	

## 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 listed below.
- 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 Auditor General is liaising with the Welsh Government and Transport for Wales to arrange for concessionary travel pass data to be submitted to NFI 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.
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.
Vehicle registration number	Character	This is a new field and is optional

### 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	

Field name	Data format	Comments
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured.
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.

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	

## Trade Creditors History

### Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Trade Creditors History data should wherever possible cover at least the last three financial years, 1 October 2019 to 30 September 2022 (or to the date of extract). Where there has been a change in creditors system then, as a minimum, payment history from 1 April 2022 to date of extract can be accepted.

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 alphanumeric string.
Site ID	Character	If Creditors have more than one address, there should be a different record for each but separately identifiable via the 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.
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.

Field name	Data format	Comments
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.

## Trade Creditors Standing Data

### Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Standing data should be current at the date of extraction (30 September 2022) 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 alphanumeric string.
Site ID	Character	<p>If Creditors have more than one address, there should be a different record for each but separately identifiable via the Site ID.</p> <p>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.</p> <p>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.</p>
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	
Address 3	Character	

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

## Council Tax Reduction Scheme

### Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- 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. Each UPRN should be unique.
Claimant title	Character	
Claimant surname	Character	
Claimant forename	Character	
Claimant middle name(s) or middle initial(s)	Character	
Claimant National Insurance number	Numeric	
Claimant date of birth	Date	

Field name	Data format	Comments
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
Amount of Council Tax Reduction (not including any other discounts or exemptions)	Numeric	Weekly amount
Claimant Income from Earnings	Numeric	Weekly income from earnings.



Field name	Data format	Comments
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
Claimant Job Seekers Allowance income	Numeric	Weekly income where available (otherwise include flag in field below).
Claimant Job Seekers	Character	Yes or No

Field name	Data format	Comments
Allowance Income Flag		
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 Date of birth	Date	
Partner National Insurance Number	Character	

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

## Council Tax (required annually)

Council Tax (CT) and Electoral Register (ER) data is required by the NFI annually for single person discount matching. A timetable for the Council Tax Single Person Discount exercise will be published when the NFI work programme and data specifications are finalised.

### Requirements

- Data submitted should meet this data specification ie include all field names.
- 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.
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	

Field name	Data format	Comments
Address 4	Character	
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 two 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*

Field name	Data format	Comments
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**
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	

Field name	Data format	Comments
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

## 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').
- 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	
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.

## Personal Budgets

Personal Budgets is a mandatory match for applicable bodies, but will not be collected as part of the 2022-23 exercise. Should the data be required at a later date participants will be notified.

### Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Only include current recipients of personal budgets or social care payments.
- Personal budget data should only relate to recipients who are over 18 years of age.

Field name	Data format	Comments
Title	Character	
Forename	Character	

Field name	Data format	Comments
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.
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

Field name	Data format	Comments
		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.

## Private Supported Care Home Residents

Private supported care home resident data is mandatory, but it will not be collected with the main 2022-23 exercise. Should the data be required at a later date, participants will be notified.

### Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Data should only relate to current care home residents where the council is paying for all or part of the care.

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.
Current address 1	Character	This should be the care home address
Current address 2		
Current address 3		
Current address 4		
Current address postcode		
Date of admission	Date	
Previous address 1	Character	
Previous address 2	Character	

Field name	Data format	Comments
Previous address 3	Character	
Previous address 4	Character	
Previous address postcode	Character	
Date of birth	Date	
National insurance number	Character	
Weekly cost of care	Numeric	Provide the amount the individual receives for care costs per week. Enables the Auditor General to more accurately estimate value of fraud or error prevented.



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We welcome correspondence and telephone calls in Welsh and English.  
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