Timetable and Data Specifications for the National Fraud Initiative – Single Person Council Tax Discount 2023-24 – Exercise in Wales

Timetable

The Auditor General for Wales requires Council Tax (CT) and Electoral Register (ER) data, for the 2023-24 council tax single person discount matching, to be submitted from Thursday 30 November 2023.

Stage	Date	Notes
Upload Council Tax data and Electoral Register data to the NFI RECHECK web application	From Thursday 30 November 2023	Matches will normally be available as soon as both datasets are successfully loaded and the privacy notice compliance declaration has been completed in the web application
Official deadline for submission	Friday 19 January 2024[1]	An email containing a link to the NFI 2022/23 instructions on the NFI GOV.UK web page will be sent to Senior Responsible Officers and Key Contacts
NFI matches available	Immediately after the upload of both datasets	This is the date set by NFI as being the official end of the exercise. This date is set so that all CT and ER data received is collated and the ReCheck and AppCheck data pots can be refreshed. Data is accepted after this date, but it may be reported externally as being late unless a valid reason is provided.

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[1] A series of reminders will be sent from this date copying in your NFI Senior Responsible Officer.

Data Specifications

Council Tax (CT) (and Electoral Register) data is required by the NFI annually for single person discount matching. Please refer to the Council Tax Single Person Discount timetable: https://www.audit.wales/our-work/national-fraud-initiative for important dates and deadlines.

Council Tax Data Specification 2023-24 (required annually)

- Data submitted should meet this data specification i.e. 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 i.e. 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	
Address 4	Character	
Postcode	Character	

Field name	Data format	Comments
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/exempti on start date	Date	
Discount/exempti on 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 **
Benefit/CTR recipient indicator	Character	Preferably Y/N. This flag should be provided if available.

Field name	Data format	Comments
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 CTSPD screening.
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

Electoral Registration Data Specification 2023-24 (required annually)

- 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	

Field name	Data format	Comments
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.