

August 2018

Archwilydd Cyffredinol Cymru  
Auditor General for Wales

# National Fraud Initiative 2018-19 Data Specifications



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU





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# National Fraud Initiative

## Introduction

- 1 The National Fraud Initiative (NFI) is a data matching exercise. It has been run every two years since 1996 and, to date, has been used to identify fraud and overpayments totalling £1.69 billion across the UK.
- 2 The NFI in Wales is conducted by the Auditor General under his statutory data matching powers set out in Part 3A of the Public Audit (Wales) Act 2004. Under this legislation, the Auditor General:
  - may carry out data matching exercises for the purpose of assisting in the prevention and detection of fraud;
  - may require certain bodies to provide data for data matching exercises;
  - may accept data submissions on a voluntary basis;
  - must prescribe a scale or scales of fees for mandatory data matching exercises;
  - may charge a fee for voluntary data matching exercises; and
  - must consult mandatory participants and relevant stakeholders before prescribing the mandatory scale or scales of fees.
- 3 This document sets out the full data specifications for the 2018-19 NFI exercise. Appendix 1 sets out which data sets should be submitted by participant type.
- 4 The full 2018-19 NFI timetable is available on our [website](#).

## Data specifications

### 2018-19 changes

- 5 The NFI data specifications are reviewed prior to each NFI exercise.
- 6 Although changes have been kept to a minimum, some changes are necessary to improve the matching process and the quality of matches.
- 7 A summary of proposed changes for the 2018-19 exercise are shown in the following table.

Data specification	Summary of changes from 2016-17 specification
Payroll	Added telephone number (home and mobile) Added passport number Added email address
Insurance	<ul style="list-style-type: none"> <li>This dataset will not be required for the 18/19 exercise.</li> </ul>
Licences	<ul style="list-style-type: none"> <li>Split into three separate data specifications based on user feedback.</li> </ul>
Payroll	<ul style="list-style-type: none"> <li>Minor wording changes</li> </ul>
Pensions	<ul style="list-style-type: none"> <li>Minor wording changes</li> <li>Split into three separate data specifications based on user feedback.</li> </ul>
Private Supported Care Home Patients	<ul style="list-style-type: none"> <li>Changed to reflect that data for current care home residents should only be uploaded where the council is paying for all, or part of, the care.</li> </ul>
Transport/ Concessionary Travel	<ul style="list-style-type: none"> <li>Changed to reflect that only adult data is required.</li> <li>Split into three separate data specifications based on user feedback.</li> </ul>
Trade Creditors History	<ul style="list-style-type: none"> <li>Minor wording changes</li> </ul>
Trade Creditors Standing	<ul style="list-style-type: none"> <li>No change</li> </ul>
Personal Budgets	<ul style="list-style-type: none"> <li>No change</li> </ul>
Council Tax	<ul style="list-style-type: none"> <li>No change</li> </ul>
Electoral Register	<ul style="list-style-type: none"> <li>No change</li> </ul>
Council Tax Reduction Scheme	<ul style="list-style-type: none"> <li>No change</li> </ul>

## Payroll: 2018-19 data specification

### Requirements

- 8 Data submitted should meet this data specification ie include all field names.
- 9 Data should **only** be submitted via the Data File Upload (DFU) facility. This is now 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.
- 10 **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.

- 11 Ensure a single file for each organisation is uploaded ie **do not** submit one file that merges Police, Fire and County Council employees.
- 12 Ensure that there is only a single record for each employee i.e. 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.
- 13 Only Include **current** employees.

Field name	Data format	Comments
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	New field – this new field should significantly improve address matching.
Date of birth	Date	
Home telephone number	Character	
Mobile telephone number	Character	
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 more than 30 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 <b>NOT</b> taxable pay to date for the 2018-19 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.

Field name	Data format	Comments
Date last paid	Date	
Teacher flag	Character	Insert 'T' for a teacher.
Sort code <sup>1</sup>	Character	Six numeric characters in groups of two which may be separated by hyphens eg, 20-45-23.
Bank account <sup>1</sup>	Character	Usually eight numeric characters.
Building society roll number <sup>1</sup>	Character	Building societies have a roll number where payments are disbursed to after being paid into a single account.

<sup>1</sup> These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.

## Pensions: 2018-19 data specification

### Requirements

- 14 Data submitted should meet this data specification i.e. include all field names.
- 15 Data should only be submitted via the Data File Upload (DFU) facility. This is now 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.
- 16 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.
- 17 To ensure that the submission of data using the Date File Upload (DFU) facility is as straightforward as possible data should be uploaded in three separate files:
  - current pensioners i.e. those currently in receipt of a pension;
  - pensioners currently in receipt of a pension gratuity (if applicable); and
  - deferred pensioners not currently in payment (optional). Please note any pensions

Field 1 = Current pensioners i.e. those currently in receipt of a pension

Field 2 = Pensioners currently in receipt of a pension gratuity (if applicable)

Field 3 = Deferred pensioners not currently in payment (optional). Please note that any pensions in payment should be included in File 1 'Current pensioners'

Field name	Data format	Comments	Fields required		
			1	2	3
Employee reference number	Character		Yes	Yes	Yes
Employee post number	Character	Leave blank if not applicable, but do not omit this field.	Yes	Yes	Yes
Title	Character		Yes	Yes	Yes
Gender	Character		Yes	Yes	Yes
Surname	Character		Yes	Yes	Yes
Forename(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.	Yes	Yes	Yes
Middle name(s) or middle initial(s)	Character		Yes	Yes	Yes
Address line 1	Character		Yes	Yes	Yes
Address line 2	Character		Yes	Yes	Yes
Address line 3	Character		Yes	Yes	Yes
Address line 4	Character		Yes	Yes	Yes
Postcode	Character		Yes	Yes	Yes
Unique Property Reference Number (UPRN)	Character		Yes	Yes	Yes
Date of birth	Date		Yes	Yes	Yes
Date started pension	Date		Yes	Yes	Yes
Date employment ended	Date	Included as an independent check that only pensioners are included.	Yes	Yes	Yes
Leaver indicator	Character		Yes	Yes	Yes
Pensioner's widow indicator	Character	Enter 'W' for pension widows and ensure the widow's name, date of birth and national insurance number are submitted rather than those of the original pensioner.	Yes	No	No
National insurance number	Character		Yes	Yes	Yes
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.	Yes	Yes	No
Date last paid	Date		Yes	Yes	No
Injury pension flag	Character	Police and fire pensions only. Include a 'Y' in this field if the pensioner is in receipt of an	Yes	No	No



Field name	Data format	Comments	Fields required		
			1	2	3
		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.	Yes	No	No

## Housing Tenants: 2018-19 data specification

### Requirements

- 18 Data submitted should meet this data specification i.e. include all field names.
- 19 Data should only be submitted via the Data File Upload (DFU) facility; this is now the only acceptable method to supply data. If another submission method is used, our policy is to inform the Senior Responsible Officer that data has been put at risk unnecessarily.
- 20 Data should only be provided in relation to residential properties. Do not submit data for garages, sheds etc.
- 21 Data should be provided for all named tenants ie, first named tenants, joint tenants or other tenants. Do not provide data for dependents.
- 22 In order to ensure that the submission of data using the Data File Upload (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 2016 to the date of extract (3 October 2018), or as a minimum 1 April 2016 to date of extract.

Field 1 = Current named tenants including those where a right to buy purchase is in progress

Field 2 = Former tenants who completed a right to buy application between 1 April 2016 to the date of extract (3 October 2018), or as a minimum 1 April 2016 to date of extract.

Field name	Data format	Comments	Fields required	
			1	2
Tenant status flag	Character	Insert a flag to indicate where the tenant is first named tenant or other: <ul style="list-style-type: none"> <li>• 'F' for first named or joint tenant</li> <li>• 'O' for second, third, etc named tenant</li> </ul>	Yes	Yes
Surname	Character		Yes	Yes
Forename(s)	Character		Yes	Yes
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.	Yes	Yes
Address line 1	Character	Where the address is a permanent address.	Yes	Yes
Address line 2	Character		Yes	Yes
Address line 3	Character		Yes	Yes
Address line 4	Character		Yes	Yes
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. Please provide if available	Yes	Yes
Mobile telephone number	Character		Yes	Yes
Email address	Character		Yes	Yes
Postcode	Character		Yes	Yes
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local authorities only.	Yes	Yes
Date of birth	Date		Yes	Yes
National insurance number	Character		Yes	Yes
Number living permanently at address	Numeric		Yes	
Tenant/account reference	Character	This uniquely identifies the person.	Yes	Yes
Housing benefit reference	Character	Include the housing benefit reference if applicable.	Yes	Yes
Right to buy flag	Character	Insert 'I' in this field to identify where a purchase is in progress (current tenant) under right to buy or a 'C', where the purchase is complete (former tenant).	Yes	Yes

Field name	Data format	Comments	Fields required	
			1	2
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.)	Yes	Yes
Tenancy start date	Date		Yes	No
Tenancy end date	Date	Included as an independent check that only current tenants are included.	Yes	Yes
Right to buy completion date	Date		No	Yes
Amount of right to buy discount awarded	Numeric		No	Yes

## Housing waiting list: 2018-19 data specification

### Requirements

- 23 Data submitted should meet this data specification ie include all field names.
- 24 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 that data has been put at risk unnecessarily.
- 25 Data should only be provided in relation to residential properties. Do not submit data for garages, sheds etc.
- 26 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 line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Charac	

Field name	Data format	Comments
	ter	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local authorities only.
Date of birth	Date	
National insurance number (NINO)	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.

## Private supported care home patients: 2018-19 data specification

### Requirements

- 27 Data submitted should meet this data specification ie include all field names.
- 28 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 that data has been put at risk unnecessarily.
- 29 Data should relate to current care home residents only where the Council is paying for all or part of the care.

Field name	Data format	Comments
Case reference	Character	
Title	Character	
Surname	Character	
Forename(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.
Middle name(s) or middle initial(s)	Character	
Current address line 1	Character	This should be the care home address.
Current address line 2	Character	
Current address line 3	Character	

Field name	Data format	Comments
Current address line 4	Character	
Current address postcode	Character	
Date of admission	Date	
Previous address line 1	Character	
Previous address line 2	Character	
Previous address line 3	Character	
Previous address line 4	Character	
Previous address postcode	Character	
Date of birth	Date	Better quality matches will be achieved by submitting this data.
National insurance number	Character	

## Residents parking and Blue Badges: 2018-19 data specification

### Requirements

- 30 Data submitted should meet this data specification ie include all field names.
- 31 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.
- 32 Data should be uploaded in two separate files:
  - current holders of a resident's parking permit; and
  - current holders of a blue badge.

Field 1 = Current named tenants of a resident's parking permit

Field 2 = current holders of a blue badge

Field name	Data format	Comments	Fields required	
			1	2
Reference number	Character	This should be the internal reference number.	Yes	Yes
Pass/permit number	Character	This should be the actual resident's permit or blue badge reference number.	Yes	Yes
Title	Character		Yes	Yes
Surname	Character		Yes	Yes
Forename(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.	Yes	Yes
Middle name(s) or middle initial(s)	Character		Yes	Yes
Address 1	Character		Yes	Yes
Address 2	Character		Yes	Yes
Address 3	Character		Yes	Yes
Address 4	Character		Yes	Yes
Postcode	Character		Yes	Yes
Unique Property Reference Number (UPRN)	Character		Yes	Yes
Date of birth	Date		Yes	Yes
National insurance number	Character	It is important to provide this field where available in order to improve the quality of the data matching.	Yes	Yes
Home telephone number	Character	These fields are collected for data matching purposes only and will not be shown within any matches passed back to participants for review.	Yes	Yes
Mobile telephone number	Character		Yes	Yes
Email address	Character		Yes	Yes
Permit start date	Date		Yes	Yes
Permit expiry date	Date		Yes	Yes
Permit type flag	Character	Insert 'B' in this field to indicate if the data relates to a blue badge and 'R' for a resident's permit. This field only needs to be populated if you are unable to submit data in two separate files.	Yes	Yes

## Concessionary travel passes (ADULT ONLY) – 2018-19 data specification

### Requirements

- 33 Data submitted should meet this data specification ie include all field names.
- 34 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.
- 35 Please note that the Welsh Government has agreed to submit this data set on an all Wales basis and therefore Welsh local authorities are not required to submit the data specified below.
- 36 The data required is for all current adult holders of a concessionary travel pass.

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(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.
Middle name(s) or middle initial(s)	Character	
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	
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 data matching purposes only and will not be shown within

Field name	Data format	Comments
Mobile telephone number	Character	any matches passed back to participants for review.
Email address	Character	
Permit start date	Date	
Permit expiry date	Date	
Permit type flag	Character	Insert 'F' in this field for concessionary travel passes

## Licences: 2018-19 data specification (includes market trader, taxi driver and personal licenses for the supply of alcohol)

### Requirements

- 37 Data submitted should meet this data specification ie include all field names.
- 38 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 that data has been put at risk unnecessarily.
- 39 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' where the licence holder is also a Designated Premises Supervisor (DPS). This data will primarily be matched to identify undeclared income and recourse to public funds. Data for this field will be included in the premises database.

Field 1 = current holders of a market trader or similar licence

Field 2 = current holders of a taxi driver licence, private hire and Hackney carriages

Field 3 = current holders of a 'personal alcohol licence' where the licence holder is also a Designated Premises Supervisor (DPS).



Field name	Data format	Comments	Fields required		
Reference number	Character	This should uniquely identify the individual ie, the licence number.	Yes	Yes	Yes
Title	Character		Yes	Yes	Yes
Surname	Character		Yes	Yes	Yes
Forename(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.	Yes	Yes	Yes
Middle name(s) or middle initial(s)	Character		Yes	Yes	Yes
Address line 1	Character		Yes	Yes	Yes
Address line 2	Character		Yes	Yes	Yes
Address line 3	Character		Yes	Yes	Yes
Address line 4	Character		Yes	Yes	Yes
Address postcode	Character		Yes	Yes	Yes
Unique Property Reference Number (UPRN)	Character		Yes	Yes	Yes
Date of birth	Date		Yes	Yes	Yes
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.	No	Yes	No
Mobile telephone number	Character		No	Yes	No
Email address	Character		No	Yes	No
National insurance number	Character		Yes	Yes	Yes
Premises name	Character	This field is required as a check that data only relates to PAL holders that are registered as a DPS.	No	No	Yes
Licence start date	Date		Yes	Yes	Yes
Licence expiry date	Date		Yes	Yes	Yes
System type flag <sup>1</sup>	Character	Insert 'M' in this field to indicate the data relates to a market trader/operator, 'T' for taxi driver or 'P' for a personal licence to supply alcohol.	Yes	Yes	Yes

<sup>1</sup> This field only needs to be populated if you are unable to submit data in three separate files.

## Council tax: 2018-19 data specification

### Requirements

- 40 The NFI requires council tax data to be submitted annually and via NFI Recheck. The next exercise will be 2018-19. This means that when you have submitted council tax and electoral register data sets for single person discount fraud matching, the NFI can release your matches (unless you encounter data issues that we need to resolve). You will not need to wait for all councils to submit their data.
- 41 Please refer to the council tax single person discount on our [website](#) for important dates and deadlines.
- 42 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. For example, we are aware that standard extract routines are being offered by all the major Council Tax (CT) system suppliers. If you would like more information about this, contact your system supplier.
- 43 Data should be password protected once extracted from the relevant systems.
- 44 Data submitted should meet this data specification i.e. include all field names.
- 45 Data should only be submitted via the Data File Upload (DFU) facility within the NFI web application.
- 46 Only current/live accounts should be extracted.
- 47 The Unique Property Reference Number (UPRN) field should be included in your submission if it is populated or part populated.
- 48 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.
- 49 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.
- 50 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.
- 51 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 or middle initial	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 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	
Title of other liable person	Character	
Forename of other liable person		
Middle name (initial) of other liable person		
Date of birth of other liable person	Date	It is important to provide this field where available in order to improve the quality of the data matching.
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 type code**
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
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.
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 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 persons 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: 2018-19 data specification

### Requirements

- 52 The NFI requires electoral registration data to be submitted annually and via NFI Recheck. The next exercise will be 2018-19. This means that when you have submitted council tax and electoral register data sets for single person discount fraud matching, the NFI can release your matches (unless you encounter data issues that we need to resolve). You will not need to wait for all councils to submit their data.
- 53 Please refer to the council tax single person discount timetable on our [website](#) for important dates and deadlines.
- 54 This data should be the 'full version' of the Electoral Register (not the commercially available 'edited version').

- 55 Data must be password protected once extracted from the relevant systems.
- 56 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.
- 57 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.
- 58 The Unique Property Reference Number (UPRN) field should be included in your submission if it is fully or part populated.

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 or middle initial	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.

## Council tax reduction scheme: 2018-19 data specification

### Extractions

59 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. We are in contact with the major system suppliers with a view to assisting them in producing standard extract routines.

### Requirements

- 60 In line with good practice when handling personal data, you are required to password protect each data set once extracted from the relevant systems. In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems.
- 61 Data submitted should meet this data specification i.e. include all field names.
- 62 Data should only be submitted via the upload facility within the web application
- 63 Only current/live accounts where Council Tax Reduction is being applied should be extracted
- 64 The Unique Property Reference Number (UPRN) field should be included in your submission even if it is only partially populated
- 65 Data should only be submitted via the upload facility within the web application. Only current/live accounts where council tax reduction is being applied should be extracted. The UPRN field should be included in your submission if it is populated or part populated.

Field	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	Provide where available. Each UPRN should be unique.
Claimant title	Character	
Claimant surname	Character	
Claimant forename	Character	
Claimant middle name or middle initial	Character	
Claimant national insurance number		
Claimant date of birth	Date	
Address 1	Character	

Field	Data format	Comments
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
Council tax amount	Numeric	Weekly amount.
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.
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	



Field	Data format	Comments
Partner middle name	Character	
Partner date of birth	Date	
Partner national insurance number	Character	
Partner income from earnings	Numeric	Weekly income from earnings.
Partner occupational pension	Numeric	Weekly occupational pension income.

## Trade creditors payment history data: 2018-19 data specification

### Requirements

- 66 Data submitted should meet this data specification ie include all field names.
- 67 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.
- 68 Trade creditor's payments history data should cover the period 1 October 2015 to date of extract (11 October 2018). Where there has been a change in creditors system then, as a minimum, payments history data for 1 April 2018 to date of extract can be accepted.

Field	Data format	Comments
Creditor reference	Character	This is the same reference as shown in the standing data specification. See note below <sup>1</sup> regarding inclusion of a site ID.
Site ID	Character	If trade creditors can have more than one address, these should be separately identifiable via the site ID <sup>1</sup> .
Supplier's 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.

Field	Data format	Comments
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	Eg, 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 or BACS reference number by which the invoice was paid. This means that invoices that have been paid together would have the same cheque/payable order/BACS number.
Remarks	Character	This field can be used as a free text field to include information that may assist you when investigating matches.

<sup>1</sup> If a site ID is provided in the payments history data file, it should also be included on the standing data file so that there is a unique linking field between the two data sets. This will make it possible to establish cumulative payments to individual trade creditor sites (which are attached to the standing data) and to attach the trade creditor names to each transaction on the payments history file.

## Trade creditors standing data: 2018-19 data specification

### Requirements

- 69 Data submitted should meet this data specification, ie include all field names.
- 70 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.
- 71 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 alphanumeric string.
Site ID	Character	If creditors can have more than one address, these should be separately identifiable via this site ID <sup>1</sup> .
Creditor name	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	
Unique Property Reference Number (UPRN)	Character	This new 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	Six numeric characters in groups of two which may be separated by hyphens eg, 20-45-23.
Bank account number	Character	Usually eight 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

Field name	Data format	Comments
		account. This should be blank for normal bank accounts.
Creditor type <sup>2</sup>	Character	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. 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.

<sup>1</sup> If a site ID is provided in the standing data file, it should also be included on the payments history file so that there is a unique linking field between the two data sets. This will make it possible to establish cumulative payments to individual trade creditor sites (which are attached to the standing data) and to attach the trade creditor names to each transaction on the payments history file.

<sup>2</sup> 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.

## Personal budgets: 2018-19 data specification

### Requirements

- 72 Data submitted should meet this data specification ie include all field names.
- 73 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.
- 74 Data should relate to personal budget payments paid as direct payments to those applicants over 18 years of age only.
- 75 Include only current recipients.
- 76 Ensure that there is only one single record for each recipient.

Field name	Data format	Comments
Title	Character	eg, Mr, Mrs, Ms, Dr, Sir, Cllr, Lord.
Sex	Character	This must be 'M' for Male, 'F' for female or blank.
Forename(s)	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.

Field name	Data format	Comments
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	
Start date (for personal budget direct payments)	Date	
Claim 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: <ul style="list-style-type: none"> <li>monetary amounts must be supplied in the same format throughout the file;</li> <li>records supplied as just pence (ie, 123456) will be translated as £123456.00; and</li> <li>if monetary values cannot be supplied, the field should be left blank. Please do not insert a zero.</li> </ul>
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).

# Appendix 1

## Data Sets to be submitted by NFI participants for NFI 2018-19

### Data Sets required from mandatory participants

Authority type	Mandatory data set
Unitary authorities	<ul style="list-style-type: none"><li>• Payroll</li><li>• Pensions</li><li>• Creditors' payment history and trade</li><li>• Creditors' standing data</li><li>• Housing tenants,</li><li>• Housing waiting list</li><li>• Council tax (2019/20)</li><li>• Electoral register (2019/20)</li><li>• Council Tax Reduction Scheme (CTRS)</li><li>• Private supported care home residents</li><li>• Residents Parking and Blue Badges</li><li>• Licences – market trader/operator, taxi driver and personal licences to supply alcohol</li><li>• Personal budget (direct payments)</li></ul>
Police body <sup>2</sup> Fire and rescue authority	<ul style="list-style-type: none"><li>• Payroll</li><li>• Pensions</li><li>• creditors' payment history and trade creditors' standing data</li></ul>
Local health boards and NHS trusts	<ul style="list-style-type: none"><li>• Payroll</li><li>• creditors' payment history and trade creditors' standing data</li></ul>

<sup>2</sup> This includes both police and crime commissioners, and police chief constables.

## Data sets which may be submitted by voluntary participants

Voluntary participants	data set
	<ul style="list-style-type: none"><li>• Payroll</li><li>• Pensions (if operating own pension scheme)</li><li>• Creditors' payment history and trade Creditors' standing data</li><li>• Housing tenants (Housing Associations only)</li><li>• Housing waiting list (Housing Associations only)</li><li>• Concessionary travel passes (Welsh Government only)</li></ul>

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