Archwilydd Cyffredinol Cymru
Auditor General for Wales

National Fraud Initiative

Work Programme and Data Specifications

Contents

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 £1.3 billion across the UK.

2. The NFI in Wales is conducted by the Auditor General for Wales (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. In September 2015, the Auditor General consulted on a fee scale for NFI 2016-17 and following this consultation resolved to set a nil fee for all mandatory participants.

4. The full outcomes from NFI 2014-15 in Wales were reported in the Auditor General's NFI national report, published on 20 July 2016. The report shows that NFI participants have identified significant fraud, overpayments and errors from NFI 2014-15, demonstrating that NFI continues to prove effective at preventing and detecting fraud and error.

5. This document sets out the Auditor General's final work programme for NFI 2016-17 and data specifications setting out the data which the Auditor General proposes mandatory participants should provide to deliver this work programme.

6. The full 2016-17 NFI timetable is available on the Wales Audit Office's website.

Work programme NFI 2016-17

7. The Auditor General has decided that existing mandatory data matches will continue to be a part of the NFI 2016-17 work programme. In addition, he has decided to introduce two new mandatory requirements for NFI 2016-17:
   - Social Housing Waiting List data;
   - Council Tax Reduction Scheme (CTRS) data.

Social Housing Waiting List data

8. This data match is designed to prevent fraudulent tenancies before they occur, potentially reducing the number of future cases and subsequent cost of tenancy fraud. Mandating this data aligns with NFI work in fraud prevention.

9. The Auditor General is proposing mandating the provisions of this data because:

- Social housing waiting list data has been piloted in NFI 2012/13 and NFI 2014-15. In total across the pilots, 3000 applicants have been removed from a social housing waiting list. The local authorities removing these applicants have estimated savings at almost £20 million.
- Mandating this data aligns with NFI work in fraud prevention.

Council Tax Reduction Scheme data

10. Following the replacement of council tax benefits by locally administered council tax reduction schemes (CTRS) in April 2013, CTRS data matching was piloted in NFI 2014-15 to capture fraud in this area. In previous years, council tax benefit fraud was identified in the NFI via the Single Housing Benefit Extract (SHBE). As CTRS data is not available via the SHBE, CTRS fraud was not automatically targeted in the same way.

11. Fifty one local authorities took part in the CTRS pilot as part of the NFI 2014-15, with matches released in July 2015. With work still on-going, fraudulent and erroneous overpayments prevented and detected stand at £250K. Based on these figures, it is estimated that mandating this dataset for NFI 2016-17 would prevent and detect fraudulent and erroneous CTRS overpayments worth around £1.5m across Wales and England.

12. The NFI 2016-17 work programme setting out mandatory datasets by authority type is shown in Appendix 1.

Data specifications

2016-17 changes

13. The NFI data specifications are reviewed prior to each NFI exercise

14. Although changes have been kept to a minimum, some changes are necessary to improve the matching process and the quality of matches.

15. A summary of changes for the 2016-17 exercise are shown in the table below.

Data specification	Summary of changes from 2012-13 specification
Payroll	• Added telephone number (home and mobile). • Added passport number. • Added email address.
Pensions	• No change.
Housing	• Additional guidance on 'Right to buy application stage'.
Housing waiting lists	• Wording to reflect new dataset out for consultation.
Insurance claimants	• Change of date range that dates cover (roll forward 2 years) • Clarified guidance on 'estimated cost' and 'actual cost'.
Private supported care home residents	• No change.
Transport	• No change.
Licenses	• Removed the requirement to limit personal alcohol licences data to 'small outlets'. • Clarified guidance on personal alcohol licences 'premises name' data.
Council tax	• Minor wording changes.
Council tax reduction scheme	• Wording to reflect new dataset out for consultation.
Electoral register	• Minor wording changes.
Creditors history	• Change of date range that dates cover (roll forward 2 years). • Minor wording changes.
Creditors standing data	• Minor wording changes.
Personal budgets	• No change.

Payroll: 2016-17 data specification

Requirements

16. 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 director of finance that data has been put at risk unnecessarily.

17. **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 fair processing notices have been issued.

18. Ensure a single file for each organisation is uploaded ie, **do not** submit one file that merges police, fire and county council employees.

19. 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.

20. Include **current** employees only.

Field name	Data format	Comments
Employee reference number	Character	
Employee post number	Character	Leave blank if not applicable, but do not omit this field.
Department	Character	Provide the department where the employee works, for example, Social Services, Education. If this field contains a code, please provide a lookup table.
Title	Character	
Sex	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 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	New field – This new field should significantly improve address matching.
Date of birth	Date	
Home telephone number	Character	These fields have been added to the Welsh specification for NFI 2016-17, having been in the specification for England since 2012/13. NFI participants should consider updating the summary fair processing notice (FPN) issued to data subjects. 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	
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 NOT taxable pay to date for the 2016 -17 financial year up to date of extract. Do not submit a record if this field is zero.
Standard hours per week	Numeric	Eg, 16 hours as 1600.
Date last paid	Date	
Teacher flag	Character	Insert 'T' for a teacher.
Sort code[1]	Character	Six numeric characters in groups of two which may be separated by hyphens eg, 20-45-23.
Bank account[1]	Character	Usually eight numeric characters.
Building society roll number[1]	Character	Building societies have a roll number where payments are disbursed to after being paid into a single account.

[1] These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.

Pensions – 2016-17 data specification

Requirements

21. 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 director of finance that data has been put at risk unnecessarily.

22. Where data is being submitted for pension widows then you should ensure the widow's name, date of birth and national insurance number is submitted and not that of the original pensioner.

23. To ensure that the submission of data using the new 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;

- pensioners currently in receipt of a pension gratuity (if applicable); and

- deferred pensioners not currently in payment (optional). Please note any pensions currently 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
Sex	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

Field name	Data format	Comments	Fields required		
			1	2	3
Unique Property Reference Number (UPRN)	Character	New field.	Yes	Yes	Yes
Date of birth	Date		Yes	Yes	Yes
Date started pension	Date		Yes	Yes	Yes [1]
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 is submitted rather than of the original pensioner.	Yes		
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	
Date last paid	Date		Yes	Yes	
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.	Yes		
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		

[1] Included as an independent check that only deferred pensions are included.

Housing – 2016-17 data specification

Requirements

24. 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 director of finance 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 tenants ie, first named tenants, joint tenants or other tenants. Do not provide data for dependents.

27. In order to ensure that the submission of data using the new 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 2013 to the date of extract (3 October 2016), 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: • 'F' for first named or joint tenant. • 'O' for 2nd, 3rd, etc named tenant.	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
Postcode	Character		Yes	Yes

Field name	Data format	Comments	Fields required	
			1	2
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			
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	
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
Right to buy application stage	Numeric	Revised – insert stage 1 to 11 in line with DCLG guidance on stages of a right to buy application.	Yes	Yes
Tenancy start date	Date		Yes	
Tenancy end date	Date	Included as an independent check that only current tenants are included.	Yes	
Right to buy completion date	Date			Yes
Amount of right to buy discount awarded	Numeric			Yes

Housing waiting list – 2016-17 data specification

Requirements

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 Director of Finance that data has been put at risk unnecessarily.

29. Data should only be provided in relation to residential properties. Do not submit data for garages, sheds, etc.

30. 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. If it is not possible to extract a subset of data from your housing waiting list then please upload the data for all named applicants.

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	Character	
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

Field name	Data format	Comments
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

Insurance claimants – 2016 -17 data specification

Requirements

31. 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 director of finance that data has been put at risk unnecessarily.

32. Claims data should only relate to personal injury claims ie, trip and slips.

33. Claim details from 1 April 2013 to date of extract (3 October 2016) should be provided, or as a minimum 1 April 2016 to date of extract.

34. Please note: Providers of insurance services are being approached to provide insurance data in bulk on behalf of local authorities. An update on this will be provided well in advance of the data submission deadline.

Field name	Data format	Comments
Case/claim reference	Character	
Title	Character	
Surname	Character	This should be the claimant's details eg, NOT the solicitor.
Forename(s)	Character	
Middle name(s) or middle initial(s)		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	This should be the claimant's home address eg, NOT the solicitor's address.
Address line 2	Character	
Address line 3	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This new field should significantly improve address matching.

Field name	Data format	Comments
Date of birth	Date	
National insurance number	Character	
Incident date	Date	
Time of incident	Character	
Nature of incident	Character	Include a brief description only.
Nature of injuries	Character	
Details of financial losses incurred	Character	
Location of incident	Character	
Date claim received	Date	
Insurer	Character	
Estimated cost	Numeric	The full estimated cost should be provided where no actual payments have been made or where only part payment has been made. All other costs i.e. Solicitors' costs should be excluded.
Actual cost (previously 'total cost')	Numeric	Include actual payments made. Solicitors' costs should be excluded.
Date paid	Date	Provide the date the claim was paid.
Solicitor	Character	
Claims agent or farmer	Character	
Status	Character	Insert an 'O' in this field if the case is still open, 'C' if it is closed or 'R' if it was repudiated.
Name of expert	Character	

Private supported care home patients – 2016-17 data specification

Requirements

35. 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 director of finance that data has been put at risk unnecessarily.

36. Data should relate to current care home residents only.

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	
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	

Transport passes and permits – 2016-17 draft data specification

Including residents parking, blue badges and concessionary travel

37. Please note, NFI has agreed with the Blue Badge Improvement Service (BBIS) for a bulk upload of blue badge data on behalf of all local authorities in England and Wales. Local authorities are therefore not required to upload Blue Badge data.

38. Please note, NFI has agreed with the Welsh Government that the Welsh Government will arrange a bulk upload of concessionary travel data on behalf of all local authorities in Wales. Local authorities are therefore not required to upload concessionary travel data.

Requirements

39. 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 director of finance that data has been put at risk unnecessarily.

40. In order to ensure that the submission of data using the new DFU is as straightforward as possible, data should now be uploaded in three separate files:

- current holders of a resident's parking permit;
- current holders of a blue badge; and
- current holders of a concessionary travel pass eg, Freedom pass.

Field name	Data format	Comments	Fields required		
			1	2	3
Reference number	Character	This should be the internal reference number.	Yes	Yes	Yes
Pass/permit number	Character	This should be the actual resident's permit, blue badge or travel pass reference number.	Yes	Yes	Yes
Title	Character		Yes	Yes	Yes
Surname	Character		Yes	Yes	Yes

Field name	Data format	Comments	Fields required		
			1	2	3
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 1	Character		Yes	Yes	Yes
Address 2	Character		Yes	Yes	Yes
Address 3	Character		Yes	Yes	Yes
Address 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
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	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	
Mobile telephone number	Character			Yes	
Email address	Character			Yes	
Permit start date	Date		Yes	Yes	Yes
Permit expiry date	Date		Yes	Yes	Yes
Permit type flag[1]	Character	Insert 'B' in this field to indicate if the data relates to a blue badge, 'R' for a resident's permit and 'F' for Freedom/ concessionary travel passes. This field only needs to be populated if you are unable to submit data in three separate files.	Yes	Yes	Yes

Licences – 2016-17 data specification

Includes market trader, taxi driver and personal licenses for the supply of alcohol[1]

Requirements

41.   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 director of finance that data has been put at risk unnecessarily.

42.   In order to ensure that the submission of data using the DFU is as straightforward as possible, data should be uploaded in three separate files:

-   current holders of a market trader or similar licence;
-   current holders of a taxi driver licence (private hire and Hackney carriages); and
-   current holders of a Personal Alcohol Licence (PAL) where the licence holder is also a Designated Premises Supervisor (DPS).

Field name	Data format	Comments	Fields required		
			1	2	3
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

Field name	Data format	Comments	Fields required 1	Fields required 2	Fields required 3
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.		Yes	
Mobile telephone number	Character			Yes	
Email address	Character			Yes	
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.			Yes[2]
Licence start date	Date		Yes	Yes	Yes
Licence expiry date	Date		Yes	Yes	Yes
System type flag[3]	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

[1] This data will primarily be matched to identify undeclared income and recourse to public funds.

[2] Data for this field will be included within the premises database. Data should only be submitted for personal licence holders who are registered at a premise (eg, DPS).

[3] This field only needs to be populated if you are unable to submit data in three separate files.

Council tax – 2017-18

43. The NFI now requires Council Tax (CT) data to be submitted annually and via the Flexible Matching Service (FMS) web application. The next exercise will be 2017-18 This means that when you have submitted CT and Electoral Register datasets for single person discount (SPD) 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.

44. The data specifications for council tax and electoral registration will be published in Summer 2016.

Council tax reduction scheme – 2016-17 data specification

45. This data specification is being provided for information only pending the outcome of consultation on the 2016-17 exercise after which it may become a core data set.

Extractions

46. 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

47. As part of our ongoing commitment to keep your data secure, in line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems.

48. 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 Unique Property Reference Number (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	

Field	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 H (A to I in Wales)
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

Field	Data format	Comments
Claimant Employment Support Allowance (ESA) income	Numeric	Weekly income where available (otherwise include flag in field below)
Claimant Employment Support Allowance (ESA) income Flag	Character	Yes or No
Claimant Student Flag	Character	Yes, No, Unknown
Partner Title	Character	
Partner surname	Character	
Partner Forename	Character	
Partner Middle Name	Character	
Partner Data of Birth	Date	
Partner National Insurance Number	Character	
Partner Income from earnings	Numeric	Weekly income from earnings
		Weekly occupational pension income
Partner Occupational Pension	Numeric	

Trade creditors payment history data – 2016-17 data specification

Requirements

49. 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 director of finance that data has been put at risk unnecessarily.

50. Trade creditor's payments history data should cover the period 1 October 2013 to date of extract (3 October 2016). Where there has been a change in creditors system then, as a minimum, payments history data for 1 April 2016 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[1] 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[1].
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.
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.

Field	Data format	Comments
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.

[1] 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 datasets. 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 – 2016-17 data specification

Requirements

51. 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 director of finance that data has been put at risk unnecessarily.

52. Standing data should be current at the date of extraction and should exclude dormant or suspended creditors.

Field name	Data format	Comments
Creditor reference	Character	This is the unique identifier for an individual creditor. This can be in the form of a numeric or alpha numeric string.
Site ID	Character	If creditors can have more than one address, these should be separately identifiable via this Site ID[1].
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	

Field name	Data format	Comments
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 account. This should be blank for normal bank accounts.
Creditor type[2]	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.

[1] 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 datasets. 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.

[2] 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 – 2016-17 data specification

Requirements

53. 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 director of finance that data has been put at risk unnecessarily.

54. Data should relate to personal budget payments paid as **direct payments** only.

55. Include only **current** recipients.

56. 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.
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.

Field name	Data format	Comments
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; and • if monetary values cannot be supplied, the field should be left blank. Please do not insert a zero.
Date the last personal budget direct payment was made	Date	
Housing benefit flag	Character	Include a 'Y' in this field to indicate that a personal budget recipients 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.

Appendices

Appendix 1 – NFI 2016-17 work programme for mandatory participants

Authority Type	Mandatory Dataset
Unitary Authorities	• Payroll • Pensions • Trade creditors' payment history and trade • creditors' standing data • Housing benefits • Housing - Tenants, Waiting list, Right to buy • Council tax • Council tax reduction scheme • Electoral register • Students eligible for a loan • Private supported care home residents • Transport passes and permits (including residents' parking, blue badges and concessionary travel). Blue badge data will be bulk uploaded from BBIS for all authorities and the Welsh Government will arrange for concessionary travel data to be bulk uploaded for all Welsh local authorities • Insurance claimants • Licences – market trader/operator, taxi driver and personal licences to supply alcohol • Personal budget (direct payments)
Police body[1] Fire and Rescue authority	• Payroll • Pensions • Trade creditors' payment history and trade creditors' standing data
Local health boards and NHS Trusts	• Payroll • Trade creditors' payment history and trade creditors' standing data

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[1] This includes both police and crime commissioners and police chief constables