

National Fraud Initiative 2024-25: Work Programme and Data Specifications

Date issued: August 2024

Document reference: 4350A2024

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Introduction

- 1 This document sets out the work programme of the Auditor General for Wales (Auditor General) for the National Fraud Initiative (NFI) 2024-25 for Wales, and the data specifications to support this work programme.

Background

- 2 The NFI is a UK-wide data matching exercise that helps to detect and prevent fraud. It is conducted in Wales by the Auditor General under his statutory data matching powers set out in Part 3A of the Public Audit (Wales) Act 2004 (the 2004 Act).
- 1 The NFI is designed to help public bodies build their fraud detection capability through data matching at a national level. The Auditor General collaborates with the UK Cabinet Office, Audit Scotland, and the Northern Ireland Audit Office to run NFI as a UK-wide exercise.
- 3 Fraud is a diverse and evolving crime, the scale of which continues to increase as new fraud areas and more sophisticated mechanisms to commit fraud are sought.
- 2 Fraud is the most commonly experienced crime in the UK, accounting for around 36% of all crime¹. In the public sector, it has been estimated that in 2021-22, the level of gross fraud and error was between £39.8 billion and £58.5 billion, outside of COVID-19 specific schemes² With increased economic uncertainty, there is a risk that the motivation to commit fraud will increase.
- 4 Fraud against the public sector can compromise public services and damage trust in government. Finding ways to help safeguard public funds through fraud prevention and detection programmes like the NFI are important for protecting vital public services.
- 5 Not including results from the 2022-23 exercise, cumulative detected and prevented savings identified from NFI data matching since 1996 now exceed £2.4 billion across the UK and £49.4 million in Wales³.

¹ [Crime in England and Wales: year ending December 2023 - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk)

² [Cross-Government Fraud Landscape Report 2021-2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

³ [National Fraud Initiative | Audit Wales](#)

Statutory framework

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

Work programme

- 8 The previous NFI work programme was reviewed in consultation with the Cabinet Office, Audit Scotland and the Northern Ireland Audit Office, and the Auditor General. In keeping with the wider UK approach, the Auditor General has decided to:
 - re-introduce adult social care datasets into the NFI work programme, subject to securing legislative change to release social care data matches to local authorities; and
 - retain all existing NFI datasets as part of the NFI 2024-25 work programme.

Re-introducing social care datasets

- 9 Datasets that target fraud, error and overpayments in the social care sector were mandatory NFI submissions for local authorities in Wales for several years.
- 10 In the NFI 2020-21 exercise, the collection of social care datasets was postponed to evaluate the effect of changes made to the National Health Service Act 2006, which reclassified this type of data as 'patient data'.
- 11 The Auditor General concluded that while the NFI is able to match patient data on a mandatory basis, he can only disclose data matching results to a relevant NHS body. As local authorities are not relevant NHS bodies as defined in Section 64D of the 2004 Act, the legislation does not permit the release of any social care data matches to local authorities.
- 12 Work is ongoing to secure a legislative change to the restrictions on the use of patient data that will reverse the unintended consequences of amendments to the National Health Service Act 2006 and allow local authorities to resume social care data matching in the NFI for the purposes of identifying and preventing fraud. It is anticipated this legislative change will happen in time for this NFI exercise.

Existing datasets

- 13 The Auditor General has reviewed the inclusion of existing mandatory datasets in the NFI work programme by looking at the resulting benefits from the data matches for Wales. Our aim is to ensure data collected and matched is beneficial to participants and proportionate under data protection legislation to merit its inclusion in the exercise.
- 14 The review found that the existing datasets continue to show significant financial savings, although progress in reviewing matches and recording outcomes varies. Therefore, all existing datasets will be retained for the NFI 2024-25 exercise. The proposed datasets for the NFI 2024-25 exercise are set out in Table 1.
- 15 Minor changes have been made to some datasets to improve the matching process and the quality of matches. **Appendix 1** of this document sets out the data specifications for the datasets set out in **Table 1** below, and highlights the changes made to some datasets.

Table 1: NFI 2024-25 Work Programme – Proposed Datasets

| Organisation type | Mandatory dataset |
|-------------------------|--|
| Unitary local authority | <ul style="list-style-type: none"> • Housing – tenants and waiting list • Taxi driver licences (personal alcohol and market trader licence data may be submitted on a voluntary basis) • Payroll • Pensions • Transport: residents parking and blue badges (blue badge data to be supplied by the Blue Badge Digital Service) and concessionary travel passes and permits • Trade creditors’ payment history and trade creditors’ standing data • Council tax reduction scheme • Council tax (annual submission) • Electoral register (annual submission) • Housing benefits (supplied by DWP) • Students eligible for a loan (to be supplied by SLC) • Social care: personal budgets and residential care homes (subject to legislative changes – see paragraphs 11 to 14) |
| Police body | <ul style="list-style-type: none"> • Payroll • Pensions • Trade creditors’ payment history and trade creditors’ standing data |

| Organisation type | Mandatory dataset |
|---------------------------|--|
| Fire and rescue authority | <ul style="list-style-type: none"> • Payroll • Pensions • Trade creditors' payment history and trade creditors' standing data |
| NHS body | <ul style="list-style-type: none"> • Payroll • Pensions • Trade creditors' payment history and trade creditors' standing data |
| Voluntary participants | <p>May submit:</p> <ul style="list-style-type: none"> • Payroll • Pensions • Trade creditors' payment history and trade creditors' standing data • Housing tenants (if applicable) |

Appendix 1

Data specifications

Changes introduced for the 2024-25 exercise

| | |
|--|--|
| Housing tenants | Add number of bedrooms for current tenants |
| Housing waiting lists | No change. |
| Taxi driver licences | No change |
| Payroll | Add agency workers and agency name |
| Pensions | Add dependents in receipt of a deceased person's pension |
| Transport passes and permits | No change |
| Trade creditors history | Additional optional fields |
| Trade creditors standing | Additional optional fields |
| Council tax reduction scheme | No change. |
| Council tax | No change. |
| Electoral register | No change. |
| Personal budgets and private supported care home residents | Specifications have been provided for Personal Budgets and Private Supported Care Home Residents data, but these datasets will only be requested if a solution is identified to the legislative issue set out in paragraphs 11 to 14. |

Housing tenants

Requirements

- Data submitted should meet this data specification ie include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
- Data should only be provided in relation to residential properties. Do not submit data for garages, sheds etc.
- Data should be provided for all named tenants ie first named tenants, joint tenants or other tenants. Do not provide data for dependents.
- To ensure that the submission of data using the DFU facility is as straightforward as possible data should be uploaded in two separate files:
 - current named tenants including those where a right to buy purchase is in progress; and
 - former tenants who completed a right to buy application between 1 April 2021 to the date of extract (30 September 2024). **Please note that we do not expect to receive right to buy data as right to buy schemes were abolished in Wales in 2019.**

Current tenants

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

| Field name | Data format | Comments |
|---|-------------|---|
| Address 1 | Character | Where the address is a permanent address. |
| Address 2 | Character | |
| Address 3 | Character | |
| Address 4 | Character | |
| Postcode | Character | |
| Unique Property Reference Number (UPRN) | Character | If this field is captured. |
| Home telephone number | Character | |
| Mobile telephone number | Character | |
| Email address | Character | |
| Date of birth | Date | |
| National insurance number | Character | |
| Number living permanently at address | Numeric | |

| Field name | Data format | Comments |
|--------------------------------|-------------|--|
| Tenant/account reference | Character | This uniquely identifies the person. |
| Housing benefit reference | Character | Include the housing benefit reference if applicable. |
| Right to buy flag | Character | Insert 'I' in this field to identify where a purchase is in progress (current tenant) under Right to buy. |
| Right to buy application stage | Numeric | Numeric insert stage 1 to 10 in line with DLUHC guidance on stages of a right to buy application (local systems may vary). |
| Tenancy start date | Date | |
| Tenancy end date | Date | Included as an independent check that only current tenants are included. |
| Number of bedrooms | Numeric | NEW – Include this data, if it is captured, to assist with your match prioritisation. |

Former tenants who have completed a right to buy purchase

| Field name | Data format | Comments |
|--------------------|-------------|--|
| Tenant status flag | Character | Insert a flag to indicate where the tenant is first named tenant or other. 'F' for first named or joint tenant 'O' for 2nd, 3rd, etc named tenant. |
| Surname | Character | |
| Forename(s) | Character | |

| Field name | Data format | Comments |
|---|-------------|---|
| Middle name(s) or middle initial(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred. |
| Address 1 | Character | Where the address is a permanent address. |
| Address 2 | Character | |
| Address 3 | Character | |
| Address 4 | Character | |
| Postcode | Character | |
| Unique Property Reference Number (UPRN) | Character | If this field is captured. Local authorities only. |
| Home telephone number | Character | |
| Mobile telephone number | Character | |
| Email address | Character | |
| Date of birth | Date | |
| National insurance number | Character | |

| Field name | Data format | Comments |
|---|-------------|--|
| Tenant/account reference | Character | This uniquely identifies the person. |
| Housing benefit reference | Character | Include the housing benefit reference if applicable. |
| Right to buy flag | Character | Insert a 'C', where the right to buy purchase is complete (former tenant). |
| Right to buy application stage | Numeric | Insert stage 1 to 10 in line with DLUHC guidance on stages of a right to buy application (local systems may vary). |
| Tenancy end date | Date | Included as an independent check that only former tenants are included. |
| Right to buy completion date | Date | |
| Amount of right to buy discount awarded | Numeric | |

Housing waiting list

Requirements

- Data submitted should meet this data specification ie include all field names
- Data should only be provided in relation to residential properties. Do not submit data for garages, sheds, etc.
- Data should be provided for all named applicants who are either **actively bidding** or **eligible to bid** for properties as they have been judged higher priority. This will result in you receiving the matches relating to these high-risk individuals.

| Field name | Data format | Comments |
|---|-------------|---|
| Waiting list reference | Character | This uniquely identifies the person or the application if there is more than one named applicant. |
| Surname | Character | |
| Forename(s) | Character | |
| Address 1 | Character | |
| Address 2 | Character | |
| Address 3 | Character | |
| Address 4 | Character | |
| Postcode | Character | |
| Unique Property Reference Number (UPRN) | Character | Provide if held. |
| Date of birth | Date | |

| Field name | Data format | Comments |
|---------------------------|-------------|--|
| National insurance number | Character | Provide if held. |
| Housing benefit reference | Character | Include the housing benefit reference if applicable |
| Application start date | Date | Date application was made |
| Application end date | Date | Included as an independent check that only current waiting list applicants are included. |

Taxi Driver Licence

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

Requirements

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

| Field name | Data format | Comments |
|-------------------------------------|-------------|---|
| Reference number | Character | This should uniquely identify the individual, ie the licence number |
| Title | Character | |
| Surname | Character | |
| Forename(s) | Character | |
| Middle name(s) or middle initial(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred. |
| Address 1 | Character | If the address is held in a single field, use the Address 1 field. |
| Address 2 | Character | |
| Address 3 | Character | |

| Field name | Data format | Comments |
|---|-------------|--|
| Address 4 | Character | |
| Postcode | Character | |
| Unique Property Reference Number (UPRN) | Character | If available |
| Date of birth | Date | |
| Home telephone number | Character | These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review. |
| Mobile telephone number | Character | |
| Email address | Character | |
| National insurance number | Character | Where collected |
| Licence start date | Date | |
| Licence expiry date | Date | |
| System type flag | Character | Insert 'T' in this field to indicate the data relates to a taxi driver. |

Payroll

Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Current employees from all payrolls (for example, monthly, weekly, and quarterly, members/councillors, schools and teachers) should be provided. Data in respect of agency workers can also be provided, if as stated below, the agency organisation has confirmed to you that Privacy Notices have been issued to all of their personnel.
- However, data **should not** be provided in respect of payrolls processed for other organisations on an agency basis **unless**:
 - this has been authorised by the organisation; and
 - the organisation has confirmed that a Privacy Notice has been issued.
- Ensure a single file for each organisation is uploaded ie do not submit one file that merges Police, Fire and County Council employees.
- Where agency staff are included they should be flagged as per the specification below and the name of the Agency should be provided. Alternatively, a separate file can be submitted that contains your agency workers.
- Ensure that there is only a single record for each employee ie details for individual employees with more than one post should be merged into one record. For example, for employees with multiple posts 'Gross pay to date' and 'Standard hours per week' for each post should be added together to give aggregated totals for those two fields. Other fields such as 'Date started', 'Sort code' and 'Bank account' should be provided from the main (highest earnings) post.

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

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

| Field name | Data format | Comments |
|---------------------------|-------------|--|
| Email address | Character | |
| Passport number | Character | |
| Date started | Date | |
| Date left | Date | Included as an independent check that only current employees are included. |
| Leaver indicator | Character | |
| National Insurance Number | Character | |
| Full-time/part-time flag | Character | Insert 'F' for full time (employed for 30 or more hours per week), 'P' for part time (less than 30 hours a week) or 'C' for Casual / As and when employees. |
| Agency worker/ Contractor | Character | NEW – Insert 'A' to denote an individual that is employed via a recruitment agency. |
| Agency name | Character | NEW – Include the name of the agency through which the individual is employed. |
| Gross pay to date | Numeric | This should be gross pay to date NOT taxable pay to date for the 2024-25 financial year up to date of extract. Do not submit a record if this field is zero. |
| Standard hours per week | Numeric | Eg 16 hours as 1600 and 17 hours 30 mins as 1750 |
| Date last paid | Date | |

| Field name | Data format | Comments |
|------------------------------|-------------|---|
| Teacher flag | Character | Insert 'T' for a teacher. Leave blank if not applicable but do not omit this field. |
| Sort code | Character | 6 numeric characters in groups of 2 which may be separated by hyphens, eg 20-45-23. |
| Bank account | Character | Usually 8 numeric characters. |
| Building society roll number | Character | Building societies have a roll number where payments are disbursed to after being paid into a single account. |

Pensions

Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Where data is being submitted for pension widow(er)s **or dependent(s)** then you should ensure the widow(er)'s **or dependent'(s)** name, date of birth and National Insurance Number is submitted and not that of the original pensioner.
- To ensure that the submission of data using the DFU facility is as straightforward as possible data should be uploaded in three separate files:
 - Current pensioners ie those currently in receipt of a pension;
 - **If applicable** - Pensioners currently in receipt of a pension gratuity; and
 - **Optional** - Deferred pensioners **not** currently in payment. Please note any pensions currently in payment should be included in your 'Current pensioners' file.

Current pensioners (those currently in receipt of a pension)

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

| 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 | |
| Date started pension | Date | |
| Date employment ended | Date | Included as an independent check that only pensioners are included. |
| Leaver indicator | Character | |

| Field name | Data format | Comments |
|---|-------------|--|
| Pensioner's widow(er) or dependent(s) indicator | Character | Enter 'W' for pension widow(er) or 'D' for dependent and ensure the widow(er)'s or dependent'(s) name, DOB and NI Number are submitted rather those of the original pensioner. |
| National insurance number | Character | |
| Gross pension to date | Numeric | This should be gross pension to date NOT taxable pension to date for the 2024-25 financial year up to date of extract. Do not submit a record if this field is zero. |
| Date last paid | Date | |
| Injury pension flag | Character | Police and Fire pensions only. Include a 'Y' in this field if the pensioner is in receipt of an enhanced pension due to injuries suffered at work. |
| Ill health retirement flag | Character | Include a 'Y' in this field if the pensioner retired on ill health grounds. This will assist with pension abatement matches. |
| Pension abatement flag | Character | Include a 'Y' in this field if pension is being reduced due to abatement rules or if pension abatement rules are not applicable. Records marked with a 'Y' will be excluded from matching. |

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

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

| Field name | Data format | Comments |
|---|-------------|--|
| Unique Property Reference Number (UPRN) | Character | |
| Date of birth | Date | |
| Date started pension | Date | |
| Date employment ended | Date | Included as an independent check that only pensioners are included |
| Leaver indicator | Character | |
| Pensioner's widow(er) indicator | Character | Enter 'W' for pension widow(er)s and ensure the widow(er)'s name, DOB and NI Number are submitted rather than those of the original pensioner. |
| National insurance number | Character | |
| Gross pension to date | Numeric | This should be gross pension to date NOT taxable pension to date for the 2024-25 financial year up to date of extract. Do not submit a record if this field is zero. |
| Date last paid | Date | |

Deferred pensioners not currently in payment (optional)

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

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

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

Transport Passes and Permits

Requirements

- Only data relating to ADULTS aged 18 and over should be provided.
- Data submitted should meet this data specification ie include all field names listed below.
- The following datasets are mandated from unitary local authorities
 - current holders of a resident's parking permit;
 - current holders of a blue badge; and
 - current holders of a concessionary travel pass.

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

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

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

| Field name | Data format | Comments |
|-----------------------------|-------------|-------------------------|
| Vehicle registration number | Character | This field is optional. |

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

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

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

Current holders of a concessionary travel pass (ADULTS aged 18 and over ONLY)

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

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

Trade Creditors History

Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- There are 3 additional fields included below that are optional as we will be working with participants to determine the usefulness either for matching or displaying in subsequent reports.
- Trade Creditors History data should wherever possible cover at least the last three financial years, 1 October 2021 to 30 September 2024 (or to the date of extract). Where there has been a change in creditors system then, as a minimum, payment history from 1 April 2024 to date of extract can be accepted.

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

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

| Field name | Data format | Comments |
|--|-------------|-------------------------|
| <p>The fields below are optional. They have been suggested as an additional aid to filtering the matches. The usefulness of these fields will be reviewed prior to the next exercise.</p> | | |
| General Ledger Code | Character | Optional |
| Credit Note | Character | Optional, insert Y or N |
| Prepayment | Character | Optional, insert Y or N |

Trade Creditors Standing Data

Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- There are 4 additional fields included below that are optional as we will be working with participants to determine the usefulness either for matching or displaying in subsequent reports.
- Standing data should be current at the date of extraction (30 September 2024) 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 have more than one address, there should be a different record for each but separately identifiable via the Site ID. If a Site ID is provided in this standing data file, it should also be included on the payments history file so that there is a unique linking field between the two datasets. This will make it possible to (a) establish cumulative payments to individual trade creditor sites and (b) attach the trade creditor names to each transaction on the payments' history file. |
| Creditor name | Character | |
| Company Registration Number (CRN) | Character | This will be either 8 numeric characters or 2 letters and 6 numeric characters. Leave the field blank if you do not record this. |
| Address 1 | Character | If the address is held in a single field, use the Address 1 field. |
| Address 2 | Character | |

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

| Field name | Data format | Comments |
|--|-------------|-------------------------|
| <p>The fields below are optional. They have been suggested as an additional aid to filtering the matches. The usefulness of these fields will be reviewed prior to the next exercise.</p> | | |
| General Ledger Code | Character | Optional |
| VAT Registration Number | Character | Optional |
| Credit Note | Character | Optional, insert Y or N |
| Prepayment | Character | Optional, insert Y or N |

Council Tax Reduction Scheme

Requirements

- Data submitted should meet this data specification ie include all field names listed below.
- Only current/live accounts where Council Tax Reduction is being applied should be extracted.

| Field name | Data format | Comments |
|--|-------------|--|
| Account reference | Character | CTRS may be administered within the revenue and benefits system or a stand/alone system. |
| Unique Property Reference Number (UPRN) | Character | Each UPRN should be unique. All UPRNs held should be included in the submission even if this field is not fully populated. Each UPRN should be unique. |
| Claimant title | Character | |
| Claimant surname | Character | |
| Claimant forename | Character | |
| Claimant middle name(s) or middle initial(s) | Character | |
| Claimant National Insurance number | Numeric | |
| Claimant date of birth | Date | |
| Address 1 | Character | |

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

| Field name | Data format | Comments |
|---|-------------|--|
| Claimant Capital/Savings declared | Numeric | Total amount declared. |
| Claimant Occupational Pension income | Numeric | Weekly occupational pension income. |
| Claimant Pension Credit Savings Credit income | Numeric | Weekly income |
| Claimant Pension Credit Guaranteed Credit income | Numeric | Weekly income where available (otherwise include flag in field below) |
| Claimant Pension Credit Guaranteed Credit income flag | Character | Yes or No |
| Claimant Income Support income | Numeric | Weekly income where available (otherwise include flag in field below). |
| Claimant Income Support Income Flag | Character | Yes or No |
| Claimant Job Seekers Allowance income | Numeric | Weekly income where available (otherwise include flag in field below). |
| Claimant Job Seekers | Character | Yes or No |

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

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

Council Tax (required annually)

Council Tax (CT) and Electoral Register (ER) data is required by the NFI annually for single person discount matching. A second submission for this data will be requested in 2025-26.

Requirements

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

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

| Field name | Data format | Comments |
|--|-------------|--|
| Address 4 | Character | |
| Postcode | Character | |
| Title of another liable person | Character | This should be blank if only one liable person and should be the second named if more than 2 liable persons. |
| Surname of other liable person | Character | |
| Forename of other liable person | Character | |
| Middle name (initial) of other liable person | Character | |
| 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. |
| Disabled reduction indicator | Character | Preferably Y/N. This flag should be provided if available. |

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

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

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

Disregards

- Student: suggested field entry = STUDENT

Exemptions

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

Electoral Registration (required annually)

Requirements

- Electoral register data should relate to the latest annual registration exercise. As also noted above, a second submission for this data will be requested in 2025-26.
- This data should be the 'full version' of the Electoral Register (not the commercially available 'edited version').
- The upload process involves automatic mapping of fields to the specification by field name recognition. However, if there are no field names within the extracted data, it will require the person uploading to manually map each field to the appropriate field within the specification on the NFI system. Therefore, it would be preferable to include field names within the data extract if possible.
- If the surname and forename fields are not fully populated, or are unpopulated, these fields will still need to be provided, as they have to be mapped for the upload to be accepted. Electoral register systems where this is the case will normally also include an aggregated field that holds all name details. Where this happens, the aggregated field should also be provided so it can be mapped to the 'Full name' field within the specification.

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

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

Personal Budgets

We are proposing to mandate the submission of both residential care homes and personal budget data in the NFI 2024-25 work programme, but we will only request, collect and match this data once we have the legal gateway to share the resulting matches back to local authorities.

Participants will be notified once the data is required.

Requirements

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

| Field name | Data format | Comments |
|-------------------------------------|-------------|---|
| Title | Character | |
| Forename | Character | |
| Middle name(s) or middle initial(s) | Character | |
| Surname | Character | |
| National Insurance Number | Character | It is important to provide this field where available in order to improve the quality of the data matching. |
| Address line 1 | Character | |
| Address line 2 | Character | |
| Address line 3 | Character | |
| Address line 4 | Character | |

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

| Field name | Data format | Comments |
|------------|-------------|---|
| Gender | Character | This must be 'M' for Male, 'F' for Female or blank. |

Private Supported Care Home Residents

We are proposing to mandate the submission of both residential care homes and personal budget data in the NFI 2024-25 work programme, but we will only request, collect and match this data once we have the legal gateway to share the resulting matches back to local authorities.

Participants will be notified once the data is required.

Requirements

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

| Field name | Data format | Comments |
|-------------------------------------|-------------|---|
| Case Reference | Character | This should be the internal reference number. |
| Title | Character | |
| Surname | Character | |
| Forename | Character | |
| Middle name(s) or middle initial(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred. |
| Current address 1 | Character | This should be the care home address |
| Current address 2 | | |
| Current address 3 | | |
| Current address 4 | | |

| Field name | Data format | Comments |
|---------------------------|-------------|--|
| Current address postcode | | |
| Date of admission | Date | |
| Previous address 1 | Character | |
| Previous address 2 | Character | |
| Previous address 3 | Character | |
| Previous address 4 | Character | |
| Previous address postcode | Character | |
| Date of birth | Date | |
| National insurance number | Character | |
| Weekly cost of care | Numeric | Provide the amount the individual receives for care costs per week. Enables the Auditor General to more accurately estimate value of fraud or error prevented. |



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