

Thank you for your recent Freedom of information request, we are considering our response to Q9a & b in line with the provisions of the Freedom of Information Act should Nottinghamshire County Council "NCC" apply an exemption from disclosure under Section 43(2) Commercially sensitive we would need to complete a public interest test. I am awaiting further information from the department in order for me to complete the public interest test.

I have provided below our response alongside each point raised:

1. Does the council outsource their transactional services to another authority or shared service? No
2. Which Finance system is used by the authority (Oracle, Agresso, Sage, E-Financial, SAP etc) SAP
3. Has this finance system been used for the last 6 years? Yes
  - a. If no, what finance system was previously in place? N/A
  - b. When did this system change take place? November 2011
4. Please state the total number of Accounts Payable invoices processed by the authority in the last financial year (16/17) 110,819
5. Please provide a breakdown of the total value of Accounts Payable invoices (3rd party supplier spend) for each of the last 6 years.

2011/12

2012/13

2013/14

2014/15

2015/16

2016/17

£180.1m

£577.2m

£598.4m

£605.5m

£589.0m

£588.3m

6. How many active suppliers are currently on the Supplier Masterfile? 22021
7. How many inactive suppliers are currently on the Supplier Masterfile? 39
8. Is 3rd party pre-payment software utilised by the authority to prevent invoice payment errors from occurring? Yes
  - a. If so, please provide contract period Expires March 2019

9. Over the last 6 years, please state the name(s) of all external organisation(s) used to review Accounts Payable transactions and identify and recover erroneous payments (Duplicates, Overpayments, VAT input errors or credits on statements), and the period(s) reviewed by each.
  - a. Please state the total value of moneys recovered by each provider in the period(s) reviewed.
  - b. Please state the total amount paid to any external parties/ total cost to of utilising these services, for this review work.

Awaiting completion of Public interest test.

10. Do you use any external provider to ensure invoices correlate to the contract charges i.e. checking volume discounts have been applied (please state name)? No

a. What % fee or rates does the authority pay for this service? Not applicable

11. Please provide a contact list for finance & procurement departments at the authority  
Accounts Payable is part of the Business Support Centre please contact Sarah Stevenson, Group Manager Business Support Centre, sarah.stevenson@nottscc.gov.uk,  
Procurement Centre please contact Clare Winter, Group Manager Procurement, clare.wonter@nottscc.gov.uk

Finance contact Keith Palframan, Group Manager Finance, keith.palframan@nottscc.gov.uk

12. What internal controls does the authority have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.) All of these

13. Does the authority conduct supplier statement reconciliation exercises on any suppliers? Yes

a. If so, what selection criteria is adhered to? 100% check on auto received statements and 100% of requested statements

If you are unhappy with the way your request was dealt with and wish to make a complaint, please write to the Team Manager, Complaints and Information, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail [foi@nottscc.gov.uk](mailto:foi@nottscc.gov.uk) quoting the above reference number.

With kind regards

Lorraine Hayes  
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