

Nicola Hesketh
Project and Information Co Ordinator

Our Ref: FOI5128/NH/02
Please ask for: Nicola Hesketh
Direct dial: 01827 709 587
E-mail: FOImailbox@tamworth.gov.uk

[Name Redacted]

16th May 2018

Dear [Name Redacted]

Freedom of Information – Request for Information

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

Details of Your Request

See attached ref: FOI5128 request

The response to your request as follows:

See attached ref: FOI5128 Response

IMPORTANT NOTICE ABOUT USE OF INFORMATION PROVIDED UNDER THE FREEDOM OF INFORMATION ACT (FoIA)

Most of the information that we provide in response to Freedom of Information Act 2000 requests will be subject to copyright protection. In most cases the copyright will be owned by Tamworth Borough Council. The copyright in other information may be owned by another person or organisation, as indicated on the information itself.

You are free to use any information supplied for your own non-commercial research or private study purposes. The information may also be used for any other purpose allowed by a limitation or exception in copyright law, such as news reporting.

However, any other type of re-use, for example by publishing the information in analogue or digital form, including on the internet, will require the permission of the copyright owner. For information where the copyright is owned by Tamworth Borough Council details of the conditions on re-use can be provided on application to the contact below.

For information where the copyright is owned by another person or organisation you must apply to the copyright owner to obtain their permission.

This council also believes in transparency of information, this includes requests made under the Freedom of Information Act and the Environmental Information Regulations and we reserve the right to publish these requests in our Disclosure Log along with the response, the requestors name and/or company where the information is requested on a regular basis. Care shall be taken not to

publish your email address or physical address where it is considered personal information as defined under the Data Protection Act 1998.

Project and Information Coordinator,
Tamworth Borough Council,
Marmion House,
Lichfield Street,
Tamworth,
B79 7BZ

Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh
Project and Information Coordinator

Finance & HR Key Stakeholders

1. Please provide the contact information for the councils Director of Finance:
 - a. Name **Stefan Garner**
 - b. Email **Stefan-garner@tamworth.gov.uk**
 - c. Phone Number **01827 709709**

2. Please provide the contact information for the councils HR Director (or equivalent):
 - a. Name **Anica Goodwin**
 - b. Email Anica-Goodwin@tamworth.gov.uk
 - c. Phone Number **01827 709709**

Accounts Payable

1. Has the organisation undergone an audit reviewing accounts payable (AP) to recover monies paid in error in the last five financial years (12/13 – 16/17)? If so, please provide the following information based on the review **N/A**
 - a. Name of third party supplier
 - b. Duration of the review
 - c. Total value of duplicated invoices/erroneous payments identified
 - d. How much did the third party invoice for any review work undertaken?
 - e. Did the organisation procure these services through a framework? If so, please state which framework
 - f. Please state the following detail for the stakeholder responsible for signing the accounts payable contract:
 - i. Name **Roger Bennett**
 - ii. Job title **Operations Accountant**
 - iii. Email Address **roger-bennett@tamworth .gov.uk**
 - iv. Phone number **01827 709709**

National Fraud Initiative (NFI) Review

1. For each audit completed as part of the National Fraud Initiative (NFI) over the last five years, please provide the following information. Please create a new table for each NFI.

2016/17	Pensions	Payroll	Creditors
Identified by NFI review (£)	N/A	0	0
Errors followed-up (£)	N/A	N/A	N/A
Total recovered (£)	N/A	N/A	N/A
Recovered by trust	N/A	N/A	N/A
Recovered by third party	N/A	N/A	N/A
Name of third party used to follow-up and/or recover errors (e.g. Liaison, BDO, RSM)	N/A	N/A	N/A
Name of any data analysis and filtering software packages used (e.g. IDEA, ACL etc.)	N/A	N/A	N/A
2014/15	Pensions	Payroll	Creditors
Identified by NFI review (£)	N/A	0	£733
Errors followed-up (£)	N/A	N/A	£733

Total recovered (£)	N/A	N/A	£733
Recovered by trust	N/A	N/A	£733
Recovered by third party	N/A	N/A	N/A
Name of third party used to follow-up and/or recover errors (e.g. Liaison, BDO, RSM)	N/A	N/A	N/A
Name of any data analysis and filtering software packages used (e.g. IDEA, ACL etc.)	N/A	N/A	N/A

2. Please describe the organisation's process for following up NFI reviews:
 - a. Who is responsible for this at the trust (**Corporate Anti-Fraud officer**)?
 - b. How many internal FTEs were required to follow-up on the last review? **0.25**
 - c. How many days did it take for the trust or any external auditors used to follow-up and recover money identified by the last NFI review? **0.1**

Financial Recovery Suppliers

1. Please list all management consultants used in the last three financial years (14/15 – 16/17) to review / identify / recover savings. I.e. management consultants, recovery experts etc.