



Data Protection Officer  
Freedom of Information  
NW Leicestershire District Council  
Whitwick Road  
Coalville  
Leicestershire  
LE67 3FJ  
Telephone: 01530 454763

Date: 09 December 2020

## **FREEDOM OF INFORMATION REQUEST 1402**

I write further to your email dated 30 November 2020.

Your request has been dealt with under the terms of the Freedom of Information Act 2000 (FOIA), explained on our [freedom of information](#) page.

Your request:

1. Does the authority outsource transactional services to another authority or shared service function or external party?  
*No.*
1. a. If yes, what is the name of said authority or shared service function or external party.  
*N/A.*
2. Which Finance system is used by the authority (Oracle, Agresso, Sage, EFinancial, SAP etc.)?  
*Totalmobile Total (TASK) system.*
3. Please state the total number of Accounts Payable invoices processed by the authority in the last financial year (18/19).  
*10,665*
4. Please state the total value of the Accounts Payable invoices processed by the authority in the last financial year (18/19).  
*£27,770,387.98*
5. Is 3rd party pre-payment software utilised by the authority to prevent invoice payment errors (e.g. duplicate invoices, overpayments, VAT input errors or credits on statements) from occurring?  
*No.*
6. Are the services of a 3rd party, or 3rd party software, utilised by the authority to identify historical invoice errors (duplicate invoices, overpayments, VAT input errors or credits on statements)?  
*None. The NFI site is updated but matches are administered internally.*
7. Over the last 6 years, please state the name(s) of all external organisation(s) used to review Accounts Payable transactions as in questions (5) and (6) as See above.  
*None.*

7. a. i. Please state the period(s) reviewed by each As above- but in case you want it NFI is in 3 year batches latest extract Oct 17 to Sep 20.  
*Audit is annual.*
7. a. ii. Please state the value of the contracts awarded by the authority to the external organisation(s) in each case.  
*N/A.*
7. b. Please state the total value of moneys recovered/incorrect payments identified (as appropriate) by each provider in the period(s) reviewed.  
*0, N/A.*
8. Please provide a contact list for finance & procurement departments at the authority.
- [Finance@nwleicestershire.gov.uk](mailto:Finance@nwleicestershire.gov.uk)
  - *Kathy Mardon, Procurement Officer, [kathy.mardon@nwleicestershire.gov.uk](mailto:kathy.mardon@nwleicestershire.gov.uk)*

The supply of information in response to a freedom of information request does not confer the right to re-use the information. UK copyright law allows information supplied for the purposes of private study and non-commercial research to be used without permission. Information supplied can also be re-used for the purposes of news reporting except for in the case of photographs.

## **GOING FORWARD**

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to [DPO@NWLeicestershire.gov.uk](mailto:DPO@NWLeicestershire.gov.uk) or the address above.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at [accessicoinformation@ico.org.uk](mailto:accessicoinformation@ico.org.uk).

Yours sincerely

Mackenzie Keatley  
Information Governance Officer