



Dear Requestor

RE: Freedom of Information Request

With reference to your request for information I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information that you have requested. A response to each part of your request is below.

Please note, as of 1 April 2020 the following Clinical Commissioning Groups (CCGs), NHS Mansfield & Ashfield CCG, NHS Newark & Sherwood CCG, NHS Nottingham City CCG, NHS Nottingham North & East CCG, NHS Nottingham West CCG and NHS Rushcliffe CCG, merged to become NHS Nottingham and Nottinghamshire CCG. More information around the new NHS Nottingham and Nottinghamshire CCG can be found on our website - <https://nottsccg.nhs.uk/about-us/our-ccg/>

In the request you asked:

- What is your current invoice process for handling supplier invoices, from receipt to when its posted in the ERP and ready for payment?
The CCG follows a national process from NHS SBS/Oracle system.
- What systems do you use for managing and processing invoices and catalogues
The CCG uses the NHS SBS/Oracle system.
- How many invoices were processed in FY19-20?
60,617 invoices were processed in 2019/20.
- In what format do you currently receive invoices?
Invoices are received in PDF format.
- Do you print your emailed or pdf invoices?
No.
- Do Accounts Payable check every invoice received?
No.
- What is the current split between PO and non PO invoices?
In 2019/20 the split between PO and non PO invoices was;
PO invoices – 0.13%
Non PO invoices – 99.87%
- If you have an invoice matching process, is this automated or manual?
Automated.
- How many FTE's do you have in your AP team who process invoices?
Not applicable as performed by SBS.
- What % of invoices were paid late in FY19-20?

Please refer to Better Payment Practice Code (BPPC) section of the 2019/20 annual report and accounts for each of the former CCGs. These documents can be found on the publications page on the CCG website - <https://nottsccg.nhs.uk/about-us/publications/>

- What processes or solutions do you have in place for employees to submit and reclaim expenses?

The CCG uses ePay, an online platform where we submit evidence of our expenses for approval by our line manager.

- How many expense claims were submitted by employees in FY19-20?

In 2019/20 the total expense claims made = 515

- Do you use OCR (optical character recognition) to scan invoices and/or expenses?

The CCG do not use OCR (optical character recognition to scan invoices and/or expenses.

- Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?

There have been no investigations relating to expense compliance in the organization in the last 24 months.

- What's the total number of employees across the CCG, any GPs and services you support?

The total number of employees across the CCG is 499 employees.

If you are unhappy with the way in which your request has been handled, NHS Nottingham and Nottinghamshire Clinical Commissioning Group have an internal review procedure through which you can raise any concerns you might have. Further details of this procedure can be obtained by contacting Lucy Branson, Associate Director of Governance via lucy.branson@nhs.net or by writing to NHS Nottingham and Nottinghamshire CCG, 1 Standard Court, Park Row, Nottingham, NG1 6GN.

If you remain dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether the organisation has complied with its obligations under the Act, and can require the organisation to remedy any problems. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by NHS Nottingham and Nottinghamshire Clinical Commissioning Group formerly known as NHS Mansfield and Ashfield Clinical Commissioning Group, NHS Newark and Sherwood Clinical Commissioning Group, NHS Rushcliffe Clinical Commissioning Group, NHS Nottingham West Clinical Commissioning Group, NHS Nottingham City Clinical Commissioning Group and Nottingham North and East Clinical Commissioning Group. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/for-the-public/>

Complaints to the Information Commissioner's Office should be sent to: FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone 0303 123 1113 or report a concern: <https://ico.org.uk/concerns/>

Yours sincerely

Freedom of Information Officer on behalf of *NHS Nottingham and Nottinghamshire Clinical Commissioning Group formerly known as NHS Rushcliffe Clinical Commissioning Group, NHS Nottingham West Clinical Commissioning Group, NHS Nottingham City Clinical Commissioning Group, NHS Nottingham North and East Clinical Commissioning Group, NHS Mansfield and Ashfield Clinical Commissioning Group and NHS Newark and Sherwood Clinical Commissioning Group.*

notts.foi@nhs.net

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the license conditions must be met. You must not re-use any previously unreleased information without having the consent of NHS Nottingham and Nottinghamshire Clinical Commissioning Group. Should you wish to re-use previously unreleased information then you must make your request in writing (email will suffice) to the FOI Lead via notts.foi@nhs.net. All requests for re-use will be responded to within 20 working days of receipt.





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