Ref No: DGS 122
6 November 2017

Dear

Further to your request for information dated 11 October 2017 the information requested is below

1. Since the creation of CCGs in 2013 following the Health and Social Care Act in 2012, has the NHS Dartford, Gravesham And Swanley CCG merged with any other CCGs?

No, NHS Dartford Gravesham and Swanley Clinical Commissioning Group (CCG) has not merged with any other CCG.

2. Does the organisation use an external provider for VAT advisory services? If so please state the name of the organisation used? (E.g. Ernst Young, Berthold Bauer, Liaison, CRS, KPMG, RSM etc.)?
   a. Please state the contract start and end date or review period.
   b. Please confirm the total value of VAT recovered by the provider in 2016/17.
   c. Please state the total amount spent by the organisation for these services in 2016/17.

The CCG does not use an external provider for VAT advisory services.

3. Did the organisation use an external provider to re-review VAT recovered in the last financial year (16/17)? If so please state the name of the company used.

The CCG does not use an external provider for VAT advisory services.

4. Please state the total number of Accounts Payable invoices processed by the organisation in the last financial year (16/17)
5. Please state the total value of Accounts Payable invoices in the last financial year (16/17)

£332,330m – (£350,936m invoices/£118,608m credit notes)

6. Which Finance system is used by NHS Dartford, Gravesham And Swanley CCG (Oracle, Agresso, Sage, E-Financial, SAP etc.)

Oracle

7. How many active suppliers are currently on the Supplier Masterfile

950 suppliers covering 1,756 sites

8. How many inactive suppliers are currently on the Supplier Masterfile

1,056 suppliers covering 2,263 sites

9. Is 3rd party pre-payment software utilised by NHS Dartford, Gravesham And Swanley CCG to prevent invoice payment errors from occurring?

a. If so, please provide contract period

SBS (Shared Business Services) as Payable outsource provide both the CCG have communicated that as a private organisation they are not bound by the FOI act to provide this information and have therefore decided not to

10. Since 2013, please state the name(s) of all external organisation(s) used to review AP and identify and recover erroneous payments, 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.

N/A – Embedded within Management Accounts processes

11. 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)?

a. What % fee or rates does the trust pay for this service?

The CCG does not use any external provider to ensure invoices correlate to the contract charges.
12. What is annual spend on agency staff during the last financial year – broken down by staffing category?

- Contract & Agency-Agency A&C: £91,677.52
- Contract & Agency-Agency Int Mgr: £276,767.71
- Contract & Agency Nursing: £11,775.17

Total: £380,220.40

13. How many contracts are currently active at the CCG?

In order to provide a comprehensive response to this question, please could you clarify the question that you have asked. – please could you confirm whether you are enquiring about agency contracts only or all contracts only. On receipt of this clarification the CCG will provide you with a comprehensive response.

14. What internal controls does NHS Dartford, Gravesham And Swanley CCG have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.)

3 way matching/invoicing scanning

15. Please provide a current CCG contact list/organisations structure for finance & procurement departments

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Finance</td>
<td>Hannah Ferris</td>
<td><a href="mailto:dgs.ccg@nhs.net">dgs.ccg@nhs.net</a></td>
</tr>
<tr>
<td>Head of Procurement</td>
<td>Daniel Seymour</td>
<td><a href="mailto:dgs.ccg@nhs.net">dgs.ccg@nhs.net</a></td>
</tr>
</tbody>
</table>

16. Does NHS Dartford, Gravesham And Swanley CCG conduct supplier statement reconciliation exercises on any suppliers?

Yes, the CCG does conduct supplier statement reconciliation exercises

a. If so, what selection criteria is adhered to?

Shared Business Services (SBS), as Payables outsource provider, perform supplier statement reconciliations on an ongoing basis for both NHS, and Non-NHS suppliers. CCGs perform supplier statement reconciliations via the statutory NHS quarterly Agreement of Balances (AoB) exercises, with priority given to statements above the de-minimis value of £100k.
Please note, that the supply of information in response to a FOI request does not confer an automatic right to re-use the information. Under UK copyright law you can use any information supplied for the purposes of private study and non-commercial research without requiring permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs.

If you are unhappy with the service that you have received in relation to your request and wish to make a complaint or request a review of our decision you should write to Complaints. NHS Dartford Gravesham and Swanley Clinical Commissioning Group 2nd Floor Gravesham Civic Centre Gravesend Kent DA12 1AU or email at dgsccg.complaints@nhs.net

If you are not content with the outcome of your complaint or review, you may apply to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Clinical Commissioning Group. The Information Commissioner can be contacted at:

Information Commissioners Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF
Telephone: 08456 306060 or 01625 54 57 45
www.ico.gov.uk

Please remember to quote the reference number above in any future communications.