



Trust Headquarters
Nexus House
4 Gatwick Road
Crawley
West Sussex
RH10 9BG

Date:

Email:

Dear,

Tel: 0300 123 0999
www.secamb.nhs.uk

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 240405. Please accept our sincere apologies for the long delay in responding to your request. We hope that this has not caused any inconvenience.

You requested the following information, please also see our response below:

I am writing to make a request for information under the Freedom of Information Act 2000, relating to the Accounts Payable team capabilities and protections against fraud, errors, duplicates and compliance.

1. Does the authority share accounts payable or procurement functions with another authority or shared service function? If yes, who?

The Trust outsources its accounts payable function to NHS SBS
(<https://www.sbs.nhs.uk/>)

2. Which ERP system is used by the authority (e.g. Oracle, SAP, Advanced, Civica)?

The Trust uses Oracle as its financial system

3. Please state the total number and value of supplier transactions (invoices and credit notes) processed by Accounts Payable in the last financial year?

The total number of supplier transactions processed by Accounts Payable in 2023/24 was 19,589

We are unable to obtain the value of these supplier transactions processed as the report is not available, however we can confirm that the value of invoices paid in 2023/24 was £105,829,000.

4. Does the authority utilise any 3rd party software to identify or protect against supplier payment errors (including duplicate, erroneous payments or potential fraud) before payment is made?

No, the authority does not utilise and 3rd party software to identify or protect against supplier payment errors, the accounts payable function is outsourced to NHS SBS.

The Trust does use purchase orders and three-way matching to ensure duplicate or erroneous payments are minimised and any duplicate invoices are reviewed by the accounts payable function.

4a. If yes, please state the name of the software, the engagement date, the current contract end date and the annual value of the contract awarded to the external organisation (or total value and contract length).

Not Applicable

5. Does the authority utilise any 3rd party or 3rd party software to identify historical payment errors (including duplicate, erroneous payments or potential fraud)?

See Q4, our accounts payable function is outsourced.

5a. If yes, please state the name of the software or partner, the engagement date and the current contract end date and frequency of engagement (if not continuous). Please also provide the contract value or terms of engagement (if not a fixed fee).

5b. Please provide the value of monies recovered by the software or partner for the most recent financial year.

Not available

6. Does the authority utilise any 3rd party or 3rd party software to reconcile supplier statements and identify overpayments or unclaimed credits on a regular basis?

See Q4, our accounts payable function is outsourced.

6a. If yes, please provide the name of the provider/software and a brief description of frequency/level of support.

6b. Please provide the current contract end date and the annual value of the contract awarded to the external organisation (or total value and contract length).

Our contract with NHS SBS is for an annual value of £150,981 and expires 31 December 2029

7. Does the authority make any checks, either directly or via any 3rd party or 3rd party software to identify sanctioned suppliers, both directly and indirectly owned, within the supplier master file?

See Q4, our accounts payable function is outsourced.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

FOI@secamb.nhs.uk

Yours sincerely

**Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust**

