



Loxley House
Station Street
Nottingham
NG2 3NG

Letter to Suppliers/Grant Holders

www.nottinghamcity.gov.uk

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Dear partner

Contracts with Nottingham City Council

I am writing to you as a supplier to Nottingham City Council to update you and provide reassurance about the council's financial situation in relation to the contracts or grants you hold. Despite spending controls introduced earlier this year, the Council is currently unable to produce a balanced budget as it is required to do. As the Council's Chief Finance Officer, I have made a [report](#), under s114 Local Government Finance Act 1988 and, as a result, the Council must cease all spending that is not already contractually committed or required to deliver statutory services.

I want to reassure you that all suppliers with a formal contract/grant to supply goods, service or works to Nottingham City Council will continue to be paid in line with the terms of the agreement. If you require further information about this, then please contact the council officer that manages your contract/grant.

The Council will need to continue to issue new contracts and make variations to existing contracts that support statutory services. These will need to be formally authorised in writing, which could be via email. Under no circumstances should verbal communication alone be accepted as evidence of an instruction to commence work.

To help manage expenditure the Council has also decided that all invoices must be presented with a purchase order number, there are some limited exceptions to this, such as for emergency works. Unless an exception applies, suppliers and organisations providing goods and services must obtain a valid purchase order number in advance of the service or goods delivery. The purchase order number must also be included clearly on the supplier invoice. Failure to include a valid purchase order number will result in your invoice being rejected back to you, requesting alteration and resubmission. If you are in any doubt about whether an exception applies, please contact the council officer that manages your contract/grant who will be able to advise.

You must email your invoices directly to our third-party scanning provider nccinvoices@emss.org.uk. You can attach more than one invoice to the same email, but each invoice must be provided as a separate PDF. Please do not to send any other documents with the invoice, otherwise your invoice will be sent back unpaid. Do not send your invoices direct to NCC services, as this will delay the invoice reaching our payment system and payment of the invoice.

As we work through our current challenges, we will need to work with suppliers to identify ways to reduce costs and contract managers would welcome suggestions about options to do this within the existing contracts.

If you have any questions about this letter, please contact procurement@nottinghamcity.gov.uk