



CENTRAL SWINDON NORTH PARISH COUNCIL

Finance & General Purposes Committee, at 1900 on Wednesday 15th April 2026

Agenda Item FGP-2026.20: GPC Return System

1. Following a request by the Finance & General Purposes Committee (FGP) to investigate options for streamlining the Group Purchasing Card (GPC) returns process, this report provides an overview and initial recommendations for a solution.
2. Currently, GPC returns require Officers and Councillors to produce, collate, and share multiple documents which are submitted to Councillors by email. Approval by Councillors requires cross referencing of multiple separate documents. Once approved, the Finance Team must manually enter all GPC transactions into the Rialtas accounting system. To streamline this process it is desired that a system is put in place that:
 - 2.1. Allows GPC card holders to submit their transactions, and supporting documentation, via an online portal that approvers may access.
 - 2.2. Allows approvers to access and approve transaction data and supporting invoices and receipts in a single location.
 - 2.3. Allows for reports to be generated for use by the Finance Team to populate Rialtas, etc..
3. Multiple third party products exist to meet the requirement in full or in part. To maximise integration and reduce potential costs, it is sensible to explore options that best integrate with existing Parish systems, ideally using products or services provided by existing providers. To achieve this, the following options with current providers of services to the Parish are being explored:
 - 3.1. GPC returns through Barclays
 - 3.2. GPC returns through Rialtas.
 - 3.3. Utilisation of the expenses module provided with Avenure.
4. **Barclays:** Barclays have confirmed that they offer two possible solutions. One is considered immediately non-viable due to the requirement that a minimum of £500,000 in transactions per annum is processed through card expenditure. The second is a digital only solution in which a one-off use virtual card is created for each transaction. Each transaction would require the creation of a virtual card for that specific transaction. This is considered not practicable as a solution for day-to-day operational use of issued GPCs.
5. **Rialtas:** Rialtas have confirmed that they do not currently offer a solution that meets our requirements. Their development team are now looking into whether this is something that they can support in future. At this stage it is not possible to confirm whether, or even if, Rialtas will be able to deliver this.
6. **Avenure:** The Parish uses Avenure for HR support, including an online portal for managing staff annual leave and other absences. This portal includes an expenses module at no additional cost which has not been utilised to date.
7. The expenses module allows GPC card holders to:

- 7.1. Enter transactions and attach copies of invoices or receipts.
 - 7.2. Allocate a cost code to each transaction.
 - 7.3. Add notes and comments to each transaction.
8. The expenses module allows approvers to:
 - 8.1. Access each transaction, including invoices/receipts, and any associated comments via an online portal.
 - 8.2. Approve or reject each transaction.
 - 8.3. Add notes and comments to each transaction
9. The expenses module allows authorised users to produce reports detailing transactions within a given time period with additional filters allowing for reports for pending approval or approved, for example, to be generated, downloaded, and saved.
10. It is noted that with the lack of public facing APIs for both Aversure and Rialtas, it is not possible for these systems to communicate with each other. Manual input will be required to enter approved transactions from Aversure into Rialtas. We are pending confirmation from Rialtas whether they support upload of transaction data in .csv to help facilitate this.
11. While not fully meeting our requirements, Aversure's expenses module is expected to streamline the GPC returns process and reduce administrative overheads for all parties. Implementation would come at no additional financial cost.

12. Live demo of Aversure

13. Recommendations

- 13.1. The Parish to implement the Aversure expenses module for management of GPC returns and approvals, with a launch date of 1st May 2026.
- 13.2. Officers to continue conversations with Rialtas and Barclays to ascertain if either may provide a solution that more fully meets our requirements.