



| | |
|--|--|
| Title of Report: | Prompt Payment Statistics |
| Committee Report Submitted To: | Corporate, Policy & Resources Committee |
| Date of Meeting: | 25 August 2020 |
| For Decision or For Information | For information |

| | |
|--|--|
| Linkage to Council Strategy (2019-23) | |
| Strategic Theme | Innovation and Transformation |
| Outcome | The Council will continuously examine and introduce ways to provide services in more accessible and efficient ways |
| Lead Officer | Chief Finance Officer |

| | |
|------------------------------------|--------------------|
| Budgetary Considerations | |
| Cost of Proposal | Performance Target |
| Included in Current Year Estimates | YES/NO |
| Capital/Revenue | |
| Code | |
| Staffing Costs | |

| | | | |
|--|--|--------|-------|
| Screening Requirements | Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals. | | |
| Section 75 Screening | Screening Completed: | Yes/No | Date: |
| | EQIA Required and Completed: | Yes/No | Date: |
| Rural Needs Assessment (RNA) | Screening Completed | Yes/No | Date: |
| | RNA Required and Completed: | Yes/No | Date: |
| Data Protection Impact Assessment (DPIA) | Screening Completed: | Yes/No | Date: |
| | DPIA Required and Completed: | Yes/No | Date: |

1.1 Background

Department for communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

1.2 Detail

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables below detail Council's performance since April 2017 the latest data being for quarter 1 of 20/21 year being up to and including end of June 2020. Q1 performance has improved significantly from the previous year with 70.53% of invoices paid within 10 working days and 80.83% paid within 30 calendar days, there is a number of factors impacting on this as follows. Quarter 1 generally has fewer invoices than any other quarter as period 12 remains open for most of April to capture accruals. Due to the current Covid-19 pandemic Council are currently processing a significantly lower number of invoices. In addition, due to many staff working from home we have introduced where possible email approval for those invoices that don't require a purchase order, which has improved turnaround times.

1.3 Improvement Actions

Prior to the Covid-19 pandemic Council had introduced electronic purchase order processing (POPs) in January 2020, staff were trained and this was working well. For staff to access the system they need access to the Council network which has caused issues for some staff working from home without VPN connection. Many staff enter the council buildings at designated times to raise and approve orders but it is anticipated that as more staff return to the workplace this will improve.

| Prompt Payment Statistics 2017/2018 | | | | | | | |
|--|-------------|--------------|-------------|--------------|--------------|--|--|
| | Q1 | Q2 | Q3 | Q4 | Total | | |
| Total No of Invoices | 5204 | 7475 | 6424 | 9383 | 28486 | | |
| Total amount paid | £ 7,361,588 | £ 11,484,968 | £ 9,477,430 | £ 15,933,863 | £ 44,257,849 | | |
| Number of invoices paid within 10 days | 1332 | 2503 | 2765 | 5364 | 11964 | | |
| % of invoices paid within 10 days | 25.60% | 33.48% | 43.04% | 57.17% | 42.00% | | |
| Number of invoices paid within 30 days | 3943 | 5845 | 5507 | 8135 | 23430 | | |
| % of invoices paid within 30 days | 75.77% | 78.19% | 85.73% | 86.70% | 82.25% | | |
| Number of invoices paid outside 30 days | 1261 | 1630 | 917 | 1248 | 5056 | | |
| % of invoices paid outside 30 days | 24.23% | 21.81% | 14.27% | 13.30% | 17.75% | | |
| No. of Disputed Invoices | 9 | 7 | 2 | 84 | 102 | | |
| Average Payment Days | 24.78 | 24.47 | 20.43 | 21.33 | 22.58 | | |

| Prompt Payment Statistics 2018/2019 | | | | | | | |
|--|-------------|--------------|--------------|--------------|--------------|--|--|
| | Q1 | Q2 | Q3 | Q4 | Total | | |
| Total No of Invoices | 4785 | 8355 | 7245 | 9823 | 30208 | | |
| Total amount paid | £ 6,610,672 | £ 13,234,217 | £ 11,722,216 | £ 18,675,670 | £ 50,242,775 | | |
| Number of invoices paid within 10 days | 2222 | 3629 | 3205 | 4406 | 13462 | | |
| % of invoices paid within 10 days | 46.44% | 43.44% | 44.24% | 44.85% | 44.56% | | |
| Number of invoices paid within 30 days | 4330 | 6845 | 5992 | 7679 | 24846 | | |
| % of invoices paid within 30 days | 90.49% | 81.93% | 82.71% | 78.17% | 82.25% | | |
| Number of invoices paid outside 30 days | 455 | 1510 | 1253 | 2144 | 5362 | | |
| % of invoices paid outside 30 days | 9.51% | 18.07% | 17.29% | 21.83% | 17.75% | | |
| No. of Disputed Invoices | 2 | 14 | 22 | 88 | 126 | | |
| Average Payment Days | 19.24 | 23.45 | 31.17 | 23 | 24.49 | | |

**Prompt payment Statistics
2019/2020**

| | Q1 | Q2 | Q3 | Q4 | Total |
|---|-------------|-------------|-------------|-------------|---------------|
| Total No. of Invoices Paid | 5453 | 7504 | 7102 | 9943 | 30002 |
| Total Amount Paid | £11,235,850 | £14,304,005 | £11,816,835 | £15,184,690 | 52,541,380.00 |
| Number of invoices paid within 10 Working days | 1767 | 2648 | 3078 | 4573 | 12066 |
| % of invoices paid within 10 Working days | 32.40% | 35.29% | 43.34% | 45.99% | 40.22% |
| Number of invoices paid within 30 calendar days | 4177 | 5924 | 5723 | 7962 | 23786 |
| % of invoices paid within 30 calendar days | 76.60% | 78.94% | 80.58% | 80.08% | 79.28% |
| Number of invoices paid outside 30 days | 1276 | 1580 | 1379 | 1981 | 6216 |
| % of invoices paid outside 30 days | 23.40% | 21.06% | 19.42% | 19.92% | 20.72% |
| Number of disputed invoices | 36 | 80 | 107 | 147 | 370 |
| Average payment Days | 23.52 | 24.26 | 21.55 | 20.8 | 22.53 |

Causeway Coast and Glens Borough Council
Prompt Payment Statistics 2020/21

| Quarterly | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total |
|---|------------------|------------------|------------------|------------------|--------------|
| Total No. of Invoices | 3,424 | | | | 3,424 |
| Total Amount Paid | £5,602,247 | | | | £5,602,247 |
| Number of invoices paid within 10 days | 2,415 | | | | 2,415 |
| % of invoices paid within 10 days | 70.53% | | | | 70.53% |
| Number of invoices paid within 30 days | 2,843 | | | | 2,843 |
| % of invoices paid within 30 days | 83.03% | | | | 83.03% |
| Number of invoices paid outside 30 days | 581 | | | | 581 |
| % of invoices paid outside 30 days | 16.97% | | | | 16.97% |
| No. of disputed invoices | 7 | | | | 7 |
| Average Payment Days | 15.89 | | | | 15.89 |