



Title of Report:	Prompt Payment Statistics
Committee Report Submitted To:	Corporate, Policy & Resources Committee
Date of Meeting:	25 February 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 4 of 2019/20 being up to and including early February 2020. Q3 performance has improved from the previous two quarters' figures which is encouraging albeit the improvement is small however the initial part of Q4 appears to reverse this trend. On further analysis it would appear that a number of December invoices being paid in January due to the seasonal holidays have affected the figures since the February performance is in excess of 87% within 30 days and 51% within 10 days. It is anticipated that this trend will continue given the system improvements implemented to date.

1.3 Improvement Actions

The small improvement would indicate that previously reported actions continue to have a positive impact although it may be too early to tell if this is either significant or permanent. As reported previously Council staff have been working on improved systems to assist with the purchase ordering and invoice payment processes. Once all staff have been trained then we can progress to the second phase which will allow for electronic authorisation of invoices and this has commenced.

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	5453	7504	7102	3364	23423		
Total amount paid	£ 11,235,850	£ 14,304,005	£ 11,816,835		£ 37,356,690		
Number of invoices paid within 10 days	1767	2648	3078	1273	8766		
% of invoices paid within 10 days	32.40%	35.29%	43.34%	37.84%	37.42%		
Number of invoices paid within 30 days	4177	5924	5723	2437	18261		
% of invoices paid within 30 days	76.60%	78.94%	80.58%	72.44%	77.96%		
Number of invoices paid outside 30 days	1276	1580	1379	927	5162		
% of invoices paid outside 30 days	23.40%	21.06%	19.42%	27.56%	22.04%		
No. of Disputed Invoices	36	80	107	71	294		
Average Payment Days	23.52	24.26	21.55	24.85	23.35		
* Incomplete period							