

Title of Report:	Prompt Payment Statistics
Committee Report Submitted To:	Corporate, Policy & Resources Committee
Date of Meeting:	24 March 2021
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 20/21 year being up to and including end of February 2021. After the dip in month 10 due to the Christmas holiday period figures are encouraging once more in period 11 with 64.71% of invoices being paid within 10 working days and 85.99% of invoices being paid within 30 calendar days, there is a number of factors impacting on this as follows. Due to the current Covid-19 pandemic Council are currently processing a significantly lower number of invoices. Many staff are 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. The Accounts Payable team have changed some of their working practices and staff have been allocated specific suppliers to look after and therefore when supplier invoices are out for approval for more than 10 days the staff member responsible is chasing the budget holder to approve these.

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 means entering council buildings or having vpn access. Most staff required to raise or approve purchase orders now have access to vpn and therefore now have the capability to do so whilst working from home, this should improve the workflow and improve our prompt payment statistics further.

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	5,544	5,802	3,876	18,646
Total Amount Paid	£5,602,247	£10,310,263	£10,622,455	£12,212,106	£38,747,071
Number of invoices paid within 10 days	2,415	3,804	4,308	2,508	13,035
% of invoices paid within 10 days	70.53%	68.61%	74.25%	64.71%	69.91%
Number of invoices paid within 30 days	2,843	4,951	5,184	3,333	16,311
% of invoices paid within 30 days	83.03%	89.30%	89.35%	85.99%	87.48%
Number of invoices paid outside 30 days	581	593	618	543	2,335
% of invoices paid outside 30 days	16.97%	10.70%	10.65%	14.01%	12.52%
No. of disputed invoices	7	82	102	44	235
Average Payment Days	15.89	13.35	16.26	17.06	16.02

**Quarter 4 not yet complete – Periods 10 & 11 Only