



<b>Title of Report:</b>	<b>Prompt Payment Statistics</b>
<b>Committee Report Submitted To:</b>	<b>Corporate, Policy &amp; Resources Committee</b>
<b>Date of Meeting:</b>	<b>24 November 2020</b>
<b>For Decision or For Information</b>	<b>For information</b>

<b>Linkage to Council Strategy (2019-23)</b>	
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

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

<b>Screening Requirements</b>	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 3 of 20/21 year being up to and including end of October 2020(Quarter 3 not yet complete). Q3 performance has improved significantly from the previous year with 75.62% of invoices paid within 10 working days and 89.60% 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 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.

<b>Prompt Payment Statistics 2017/2018</b>							
	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		

<b>Prompt Payment Statistics 2018/2019</b>							
	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**

<b>Quarterly</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
Total No. of Invoices	3,424	5,544	1,903		10,871
Total Amount Paid	£5,602,247	£10,310,263	£4,188,762		£20,101,273
Number of invoices paid within 10 days	2,415	3,804	1,439		7,658
% of invoices paid within 10 days	70.53%	68.61%	75.62%		70.44%
Number of invoices paid within 30 days	2,843	4,951	1,705		9,499
% of invoices paid within 30 days	83.03%	89.30%	89.6%		87.38%
Number of invoices paid outside 30 days	581	593	198		1,372
% of invoices paid outside 30 days	16.97%	10.70%	10.4%		12.62%
No. of disputed invoices	7	82	11		100
Average Payment Days	15.89	13.35	14.88		15.91

\*Quarter 3 not a complete period only up to end of October 2020.