

Report to:	MSMTM (deferred May 2022 meeting)
Report by:	Helen Gardner-Swift, Head of Corporate Services (HOCS) Kim Berry, Finance and Administration Manager (FAM)
Meeting Date:	29 June 2022
Subject/ Title: (and VC no)	CR Time taken to pay suppliers – 2021-22 VC171542
Attached Papers (title and VC no)	None

Purpose of report

- The purpose of this Committee Report (CR) is to
 - inform the Senior Management Team (SMT) about the time taken to pay suppliers in 2021-22
 - inform the SMT of any issues arising regarding supplier payment times.

Recommendation and actions

- I recommend
 - the SMT note this CR
 - the CR is published in full in accordance with paragraph 19.

Executive summary

- We are committed to the CBI Prompt Payment Code for the payment of invoices for goods and services received. This voluntary initiative to improve payment performance and support businesses further was introduced on 1 October 2009. The aim is to ensure suppliers are paid within 10 working days of receipt of invoice.
- We have Key Performance Indicators (KPI) to pay 95% of undisputed invoices within 10 days of receipt or fewer and 100% of undisputed invoices within 30 days or fewer.
- These KPI measures are set out under Operational Efficiency in the Performance and Quality Framework 2021-22.
- Performance for 2021-22 is as follows:

Performance Measure:	Actual % (number)	Comments
95% / (number) of undisputed invoices settled in 10 days or fewer	99.05% (313)	Objective Achieved
100% of undisputed invoices settled in 30 days or fewer	100% (336)	Objective Achieved

7. Analysis of undisputed invoices for 2021-22 where payment time was more than 10 working days:

No.	Date Received	Date Paid	Working Days	Supplier	Reason for delay (if known)
1	09/08/21	24/08/21	11	Precise	Staff availability to authorise
2	05/08/21	24/08/21	13	C2 Software	Staff availability to authorise
3	12/10/21	03/11/21	16	J Murphy	Delay in passing invoice for processing due to leave

8. Achievement against our KPI performance measure for 2021-22 (99.05%) is an improvement from 2020-21 performance (98.81%). It should be noted that:

- of the 316 invoices received in 2021-22, only 3 invoices were paid outside the 10 period (4 – 2020-21)
- there was a reduction in the number of invoices received in 2021-22 compared to previous financial years

Financial Year	No of invoices received
2021-22	316
2020-21	336
2019-20	503

9. A report on our performance under the above KPIs will be included in the Annual Report 2021-22.

COVID-19 pandemic

10. The SMT activated temporary business continuity arrangements due to the impact of the COVID-19 pandemic on the work of our office and our office premises were temporarily closed from 23 March 2020 – 3 May 2022. All members of staff are able to work remotely with remote access to our office systems.
11. Revised arrangements for the checking, approval, authorisation and payment of invoices are in place and continue to work well. The FAM and the Administrator have ensured that these arrangements continue to be robust, efficient and effective. In addition, ensuring that as many invoices as possible are paid within 10 working days is an excellent achievement.

Risk impact

12. The prompt payment of invoices under the CBI Prompt Payment Code and in line with our KPIs mitigates the risk of not meeting our Operational Plan aims and helps us to ensure that we are providing a quality service.

Equalities impact

13. None identified.

Privacy impact

14. None identified.

Resources impact

15. None identified.

Operational/ strategic plan impact

16. Ensuring the prompt payment of invoices falls within the Resource Management “business as usual” actions for the HOCS in the Operational Plan 2021-22.

Records management impact (including any key documents actions)

17. None.

Consultation and Communication

18. None at this time.

Publication

19. This CR should be published in full.