

Report to:	QSMTM
Report by:	Kim Berry
Meeting Date:	25 April 2018
Subject/ Title: (and VC no)	Time taken to pay suppliers 101306
Attached Papers (title and VC no)	-

Purpose of report

1. The purpose of this report is to
 - (i) Inform the SMT about the time taken to pay suppliers
 - (ii) Inform the SMT of any issues arising regarding supplier payment times.

Recommendation and actions

2. I recommend
 - (i) the SMT note this report
 - (ii) the report is published in full

Executive summary

3. We are committed to the CBI Prompt Payment Code for the payment of invoices for goods and services received. A 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 days of receipt of invoice.
4. The objective is to pay 95% of undisputed invoices in 10 days or fewer. This measure is listed under Operational Efficiency in the Performance and Quality Framework.
5. Performance for the year to date is as follows:

Performance Measure:	Q1 Actual % (number)	Q2 Actual % (number)	Q3 Actual % (number)	Q4 Actual % (number)	YTD Actual % (number)	Comments
95% / (number) of undisputed invoices settled in 10 days or fewer	100% (137)	100% (119)	99% (151)	97% (175)	99% (582)	Objective Achieved
100% of undisputed invoices settled in 30 days or fewer	100% (137)	100% (119)	100% (151)	100% (175)	100% (582)	Objective Achieved

6. Analysis of undisputed invoices for the year to date where payment time was more than 10 working days:

No.	Date Received	Date Paid	Working Days	Supplier	Reason for delay (if known)
1	13/10/17	26/10/17	9	PGI	Staff absence
2	26/03/18	13/03/18	11	DP&L	Staff availability to authorise
3	27/02/18	13/03/18	10	DP&L	Staff availability to authorise
4	27/02/18	13/03/18	10	DP&L	Staff availability to authorise
5	27/02/18	13/03/18	10	DP&L	Staff availability to authorise
6	27/02/18	13/03/18	10	DP&L	Staff availability to authorise

7. At the quarter end there were no invoices withheld for payment pending completion of work.

Risk impact

8. The monitoring of invoice payments informs Risk 7 of the Operational Risk Register.

Equalities impact

9. None identified.

Resources impact

10. None identified.

Operational/ strategic plan impact

11. Ensuring the prompt payment of invoices falls within the “business as usual” actions for the HOCS in the Operational Plan 2017-18.

Records management impact (including any key documents actions)

12. None.

Consultation and Communication

13. None at this time.

Publication

14. I recommend that this committee report is published in full.