

<b>Report to:</b>	MSMTM
<b>Report by:</b>	Head of Corporate Services (HOCS) Helen Gardner- Swift / Finance and Administration Manager (FAM) Kim Berry
<b>Meeting Date:</b>	27 May 2020
<b>Subject/ Title:</b> (and VC no)	Invoice Payments – 2019-20 VC133069
<b>Attached Papers</b> (title and VC no)	None

## Purpose of report

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

## Recommendation and actions

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2. I recommend
  - (i) the SMT note this report
  - (ii) the report is published in accordance with paragraph 15.

## Executive summary

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3. 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 days of receipt of invoice.
4. We have a Key Performance Indicators (KPIs) to pay 95% of undisputed invoices within 10 days or receipt or fewer and 100% of undisputed invoices within 30 days or fewer. These measures are set out under Operational Efficiency in the Performance and Quality Framework 2019-20.
5. Performance for the 2019-20 is as follows:

Performance Measure:	Actual % (number)	Comments
95% / (number) of undisputed invoices settled in 10 days or fewer	99.1% (498)	Objective Achieved
100% of undisputed invoices settled in 30 days or fewer	100% (503)	Objective Achieved

6. Analysis of undisputed invoices for 2019-20 where payment time was more than 10 working days:

No.	Date Received	Date Paid	Working Days	Supplier	Reason for delay (if known)
1	29/05/19	03/07/19	25	EE	Staff error
2	15/07/19	31/07/19	12	Ministry of Justice	Staff availability to authorise
3	16/07/19	31/07/19	11	C2	Staff availability to authorise
4	16/07/19	31/07/19	11	Microsys	Staff availability to authorise
5	06/08/19	22/08/19	12	Croner Group	Staff availability to authorise

7. A report on our performance under the above KPIs will be included in the Annual Report 2019-20.

### Risk impact

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8. 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

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9. None identified.

### Privacy impact

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10. None identified.

### Resources impact

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11. None identified.

### Operational/ strategic plan impact

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12. Ensuring the prompt payment of invoices falls within the Resource Management “business as usual” actions for the HOCS in the Operational Plan 2019-20.

### Records management impact (including any key documents actions)

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13. None.

### Consultation and Communication

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14. None at this time.

### Publication

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