

PAYMENT OF INVOICES WITHIN 30 DAYS

Report By: Directorate Support Officer

Wards Affected

Countywide.

Purpose

1. To consider the performance against this performance indicator during the period 1st April, 2003 and 31st October, 2003.

Background

2. The Government has set a performance target of 100% for 2003/04 for the payment of undisputed invoices within 30 days.
3. Action has been taken in the Policy and Community Directorate and in the County Treasurer's Department, to achieve preferably the target of 100%, or if not an appreciable improvement in performance over previous years.
4. The latest data for Policy and Community Directorate does show an improvement over 2002/03. The improvement is partly because of appropriate changes in the calculation method of the data. The use of the Purchase Order Processing module of the Council's financial management system (E-financials) in the Directorate is also having its effect. Also, the close monitoring of the indicator allows any necessary action to be immediately taken when problems become evident.
5. All the percentages shown relate to payments to outside suppliers in accordance with the terms of the performance indicator. Internal transfers are not included.
6. The performance in Social and Economic Development for 2001/02 was 82.8% and in 2002/03 the figure improved to 88.5%.
7. The attached Appendix 1 shows the latest performance information for 2003/04. The Committee will note that the performance figures overall for 6 of the last 7 months have each exceeded 94%.
8. The figures for September show a drop to 89.8%. This lowering in the indicator was due to staff absence during the holiday period in August.
9. Further action is being taken within the Policy and Community Directorate during the next 5 months, which will further improve these percentages. The use of Purchase Order Processing is being extended across the Directorate following the move of the majority of staff to new offices, where full training and support can be given to staff during the roll-out of the system.
10. In the new financial year the process of using the Purchase Order Processing system for sites such as Tourist Information Centres and INFO will be developed.

RECOMMENDATION

THAT the report be noted.

BACKGROUND PAPERS

- None