

## Prompt Payment Plan – October 2024

### Introduction

The Company is committed to compliance with the Prompt Payment Policy for suppliers to Government.

[Prompt payment policy - GOV.UK](#)

At present all supplier invoices are paid on average on 45 days vs a target of 55 days. However, currently 85% of invoices are paid in less than 60 days vs a target of 95%.

### Contributing Factors:

- Invoices not received and/or approved fast enough to be paid on time. Circa 8% of invoices paid after 60 days should have been paid earlier based on their terms.
- Agreed terms with many suppliers of 60 days end of month which averages out to 75 days.
- Specific agreements with certain suppliers for longer terms that mirror their own terms up the supply chain.

### Action Plan:

- Review current invoices and ensure unapproved and/or unpaid invoices that are outside terms are paid as soon as possible.
- Improve processes for purchase ledger and approval to ensure prompt payment.
- Establish regular reporting to monitor improvement and on-going compliance.
- Review terms for existing suppliers to ensure smaller suppliers' terms are fair and reasonable.
- Consider appropriate terms for new suppliers at the point of onboarding.
- Statutory Payment Practice Reports published 6 monthly as required.

Approved by:



Charles Murphy  
CFO & Director