



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

FREEDOM OF INFORMATION REQUEST



Request Number: F-2010-02617

Keyword: Finance

Subject: Prompt Payment Supplier Invoices

Request and Answer:

I am writing to confirm that the Police Service of Northern Ireland has now completed its search for the information you requested and the answers to your questions are as follows.

Question 1

On what frequency are performance figures reported by the Police Service of Northern Ireland and to whom?

Question 2

Please confirm:

- that the normal contractually agreed payment term the Police Service of Northern agrees with its suppliers is 30 days from the date of receipt of the suppliers invoice?

Question 3

- details of the monthly Prompt Payment performance figures covering the period 1 December 2008 (date of launch of Prompt Payment Code) to 31 August 2010, figures to include the total number and value of invoices paid within 10 days, together with confirmation of the %age paid within 10 days?

Question 4

- for the period 1 December 2008 (date of launch of Prompt Payment Code) to 31 August 2010 please confirm the total number and value invoices which were paid within the 30 day contractual due date, together with confirmation of the %age paid within 30 days as well as how many were paid later than the 30 day payment period?

Note:

1. Figures are to be provided in a format similar to the spreadsheet (entitled Appendix_Prompt Payment Fol) attached to this email and are to be based on payments made on or within periods of both 10 days and 30 calendar days after the date an invoice was received by the Police Service of Northern Ireland. (Note the spreadsheet contains separate sheets for both the 10 & 30 day periods.)

2. The figures are to be based on all suppliers invoices paid, including those having been on hold

due to not matching the relevant Purchase Order and those identified as being 'in dispute'.

3. Grants and staff payments are to be excluded, but all other suppliers are to be included, some of which may not be SMEs.

Answer

Section 17(5) of the Freedom of Information Act 2000 requires the Police Service of Northern Ireland, when refusing to provide such information (because the cost of compliance exceeds the appropriate limit) to provide you the applicant with a notice which states that fact.

It is therefore estimated that the cost of complying with your request for information would exceed the "appropriate costs limit" under Section 12(1) of the Freedom of Information Act 2000, which is currently set by the Secretary of State at £450 (18 hours).

All of the information requested in question 4 is not readily accessible by the PSNI. To provide calendar day figures would require a rewrite of reports. Values for 10 working day reports were only reported from April 2009 to the Northern Ireland Office. To obtain values prior to that date would require a further rewrite. Disputed invoices have not been reported on, as they are currently excluded from prompt payment figures. To include disputes for the period requested would require additional reports to be written. Retrieval of this information would take approximately 33 hours 30 minutes and would greatly exceed the cost limit of 18 hours.

The PSNI has also considered whether we can assist you to refine this part of your request to bring it under the cost limit however, the nature and structure of the information unfortunately makes this impossible.

In accordance with the Freedom of Information Act 2000, this letter should be considered as a Refusal Notice in relation to question 4 and the request has therefore been closed.

Although excess cost removes the PSNI's obligations under the Freedom of Information Act, I have provided below the information which was retrieved before it was realised that the fees limit would be exceeded. I trust this is helpful but it does not affect our legal right to rely on the fees regulations for the remainder of your request.

Answer 1

The PSNI currently reports its Prompt Payment on a monthly basis internally and also to Department of Justice (formerly Northern Ireland Office). Annually, payment statistics are reported in the Annual Financial statements.

Answer 2

Yes – please see the document at the end of this correspondence detailing the standard terms and conditions.

Answer 3

Please see the accompanying spreadsheet at the end of this correspondence. The first sheet entitled '10 Days' - 'Prompt Payment Dec 2008 – August 2010' includes the total number of invoices, invoices paid in 10 days, invoices not paid in 10 days and percentage of invoices paid within 10 days. These figures are for Dec 2008 through to August 2010.

From April 2009 the total monetary values have been included. (Because PSNI has archived figures prior to April 2009 it is not possible to report these now.)

Answer 4

As previously stated, it is not possible to provide all the information requested as this would exceed the cost limit of 18 hours, however the data retrieved within cost is provided in the accompanying spreadsheet at the end of this correspondence.

The second sheet entitled '30 Days' - 'Prompt Payment Dec 2008 – August 2010 includes the total number of invoices, invoices paid in 30 days, invoices not paid in 30 days and percentage of invoices paid within 30 days. These figures are for Dec 2008 through to December 2009.

The PSNI ceased reporting 30 day payment statistics in December 2009. It is therefore not possible to report these statistics after this date.

If you have any queries regarding your request or this decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ www.psni.police.uk

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

PAYMENT TERMS AND INVOICE ARRANGEMENTS

1. INVOICING PROCEDURE

1.1 The Supplier shall submit invoices to the following address:-

Preferred by email to: einvoices@psni.pnn.police.uk in xml or pdf format or in hard copy to

**Police Service of Northern Ireland
Invoice Registration Section
Accounts Branch
8th Floor, River House
48 High Street
Belfast
BT1 2RU**

1.2 Invoices must be submitted within seven days of delivery of goods/provision of services.

1.3 The invoice shall specify:-

- a) the Contract reference number and order number;
- b) a detailed description of the goods/services;
- c) a detailed and transparent breakdown of **all** relevant charges including labour hours and parts and labour costs.

1.4 All retrospective adjustments to an invoice will be made in a subsequent invoice.

1.5 Annual charges will be invoiced in part, quarterly in arrears

1.6 All charges incur VAT at the rate set by the Government at the time of invoicing.

2. PAYMENT PROFILE

2.1 Payment shall be made in full within thirty (30) days of receipt of a properly constituted invoice.

2.2 The Supplier should provide the information as required in the pricing schedule.

Prompt Payment Statistics (10 days)		Period 1 December 2008 to 31 August 2010					
WORKING DAYS							
Department	Period Name	No of Invoices Paid	Total Amount	No of Invoices Paid within 10 days	Amount Paid within 10 Days	No of Invoices not paid within 10 days	%age of invoices paid within 10 days
PSNI	Dec-08	6281		3403		2878	54.18%
PSNI	Jan-09	6800		3953		2847	58.13%
PSNI	Feb-09	4112		3003		1109	73.03%
PSNI	Mar-09	5956		3796		2160	63.73%
PSNI	Apr-09	4251	£ 33,094,184	2302	£ 8,339,759	1949	54.15%
PSNI	May-09	4286	£ 30,877,285	2813	£ 13,199,390	1473	65.63%
PSNI	Jun-09	4481	£ 39,287,471	2825	£ 14,076,841	1656	63.04%
PSNI	Jul-09	4662	£ 36,874,951	2785	£ 18,728,201	1877	59.74%
PSNI	Aug-09	4933	£ 18,906,078	3936	£ 14,496,579	997	79.79%
PSNI	Sep-09	6269	£ 30,058,633	4931	£ 24,912,345	1338	78.66%
PSNI	Oct-09	7527	£ 31,635,341	5580	£ 20,967,296	1947	74.13%
PSNI	Nov-09	6791	£ 25,974,571	5577	£ 22,991,921	1214	82.12%
PSNI	Dec-09	8037	£ 27,000,800	7134	£ 23,273,600	903	88.76%
PSNI	Jan-10	7054	£ 21,167,137	6221	£ 19,190,660	833	88.19%
PSNI	Feb-10	8802	£ 29,175,478	7680	£ 23,710,645	1122	87.25%
PSNI	Mar-10	11062	£ 53,490,123	9935	£ 50,568,164	1127	89.81%
PSNI	Apr-10	8314	£ 61,663,995	7560	£ 53,541,856	754	90.93%
PSNI	May-10	8549	£ 30,555,224	7619	£ 25,797,944	930	89.12%
PSNI	Jun-10	8472	£ 31,421,828	7561	£ 28,403,007	911	89.25%
PSNI	Jul-10	8791	£ 31,189,226	7604	£ 28,434,391	1187	86.50%
PSNI	Aug-10	7181	£ 26,628,474	5975	£ 21,138,979	1206	83.21%

Prompt Payment Statistics (30 days)			Period 1 December 2008 to 31 August 2010				
<i>CALENDER DAYS</i>							
Department	Period Name	No of Invoices Paid		No of invoices paid within 30 days		No of invoices not paid within 30 days	%age of invoices paid within 30 days
PSNI	Dec-08	6281		6001		280	95.54%
PSNI	Jan-09	6800		6209		591	91.31%
PSNI	Feb-09	5316		5031		285	94.64%
PSNI	Mar-09	7377		7067		310	95.80%
PSNI	Apr-09	5468		5204		264	95.17%
PSNI	May-09	5563		5260		303	94.55%
PSNI	Jun-09	5879		5432		447	92.40%
PSNI	Jul-09	6069		5716		353	94.18%
PSNI	Aug-09	4542		4305		237	94.78%
PSNI	Sep-09	5585		5343		242	95.67%
PSNI	Oct-09	6433		6152		281	95.63%
PSNI	Nov-09	5745		5524		221	96.15%
PSNI	Dec-09	5860		5680		180	96.93%