

Prompt Payment Action Plan

In line with our company values of **Family, Safety, Honestly, Collaboration, Forward-Thinking, and Sustainability**, Speller Metcalfe is committed to paying all suppliers fairly, and to agreed terms.

To align with the Prompt Payment Code, we are required as an organisation to be able to evidence paying a minimum of 95% of supplier invoices within 60 days. When assessing our recent payment performance data however, (based on the last two 6-month reporting periods), it was identified that we have fallen slightly short of that benchmark, with 94.45% of invoices being paid within the 60 day period. As such, we have analysed our processes and put steps in place to improve our payment practices accordingly.

CAUSES OF PAYMENTS EXCEEDING 60 DAYS	ACTIONS TAKEN TO ADDRESS
<p>TIMING OF PAYMENT RUN - In a small number of cases, for example, if the 60 day period fell on a Saturday or a bank holiday, the payment would be made the following Monday or next working day. The payment run also tended to be made on the first day of the month, rather than the last day of the month, which was not always in alignment with typical invoice due dates.</p>	<p>We have altered the way our payment run works to ensure that it is brought forward and payments are made before month end, and where necessary before bank holidays etc.</p>
<p>AGREED PAYMENT TERMS - Some invoices are on agreed 90-day terms, as such, payment of these will automatically exceed 60 days.</p>	<p>There is no plans to make an adjustment as these payments are made within terms, and are with a relatively small number of suppliers.</p>
<p>INVOICES IN QUERY - Some invoices end up being paid outside of 60 day terms due to them being in query, often due to invoicing errors which can take time to resolve.</p>	<p>Whilst invoicing errors are often outside of our control i.e. the supplier invoices the wrong company, or the invoice amount is incorrect, our Accounts team will always endeavour to resolve any issues and make payments as soon as is practicable and will never purposefully delay or with-hold payments unnecessarily.</p>

Progress against this Action Plan will be regularly reviewed by the Executive Board and Audit Committee. With the above steps implemented, we anticipate our average payment times to improve to above 95% within the next reporting cycle.



James Speller
 Managing Director