

# Property, Corporate Finance & Procurement Q4 2021/22

Service	Indicator	Comment	Frequency	Result	Target	Status	Short Trend	Long Trend
Property Services	Corporate Landlord Compliance (%)	All required Fire Risk checks have been completed within the planned timeframe	Quarterly	100	98	<span style="color: green;">●</span>	<span style="color: grey;">◐</span>	<span style="color: green;">↗</span>
	Delivery of Capital Programme (%)	Capital projects across the Council were impacted by supply chain issues and on-site labour shortages as a result of the covid pandemic and Brexit leading to slippage and extended completion dates.	Monthly	81.3	90	<span style="color: orange;">●</span>	<span style="color: green;">↗</span>	<span style="color: red;">↘</span>
	Delivery of repairs & maintenance budget (%)	Repairs and Maintenance spend has been carefully managed to ensure that it remained below target. Focus continues to be on ensuring buildings are weather tight and safe for building users.	Monthly	95.2	100	<span style="color: red;">●</span>	<span style="color: green;">↗</span>	<span style="color: red;">↘</span>
	Property statutory tests completed on time (%)	Although there has been some continued resistance from schools regarding access due to Covid, all critical testing has been undertaken, cumulative testing has been caught up resulting in a strong performance for the year despite the challenges of Covid, and some contractors not being successful in securing new contracts from April 22 following the tender process.	Monthly	97.2	96	<span style="color: green;">●</span>	<span style="color: green;">↗</span>	<span style="color: grey;">◐</span>
Corporate Finance	Invoices paid within 30 days (%)	The AP Team continue to promote the importance of prompt payment across all departments which is eventually seeing a great rise in invoice performance. Slight and continued positive increase from the previous month. PO matching delays continues to be the main issue with invoice performance. Slight dip in performance attributed to the continued delays in receipting purchase orders. and the new Fleet system encountering delay in data migration..CX reports.	Monthly	96.94	97.5	<span style="color: orange;">●</span>	<span style="color: grey;">◐</span>	<span style="color: grey;">◐</span>
	Payroll payments made electronically (%)	During the period Q1 to Q4 106,763 payments were made to employees and pensioners; of these 106,763 were made via BACS.No action needed	Quarterly	100	100	<span style="color: green;">●</span>	<span style="color: grey;">◐</span>	<span style="color: grey;">◐</span>
	Public Liability Claims (%)	Up to Q4 there were 537 PL claim and all were responded to within 10 working days of receipt.None required	Quarterly	100	100	<span style="color: green;">●</span>	<span style="color: grey;">◐</span>	<span style="color: grey;">◐</span>
	Recover overpayments (%)	106,763 Salary payments have been made during the period Q1 to Q4 for which 69 invoices have been raised to cover overpayments. Payroll have a detailed analysis. The main reason for an overpayment is due to the employing department failing to notify Payroll in a timely manner.Reminders to managers via staff comms	Quarterly	0.06	0.05	<span style="color: red;">●</span>	<span style="color: grey;">◐</span>	<span style="color: red;">↘</span>
	Supplier/creditor payments made electronically (%)	During Q1 to Q3 222,447 payments were made to suppliers of which 217,315 were made by BACS. 5,132 were made by cheque, Increase in ctax refund cheques at year end dropped the figure slightly from last quarter.R&B to request bank account data	Quarterly	97.69	96.5	<span style="color: green;">●</span>	<span style="color: grey;">◐</span>	<span style="color: grey;">◐</span>
Procurement	% value of local suppliers trading with the council	very slight decrease in % spend during Q4 on previous qtr	Quarterly	22.3	0	<span style="color: grey;">○</span>	<span style="color: red;">↘</span>	<span style="color: red;">↘</span>
	Local Suppliers (#)	very slight decrease from previous quarter	Quarterly	1,334	0	<span style="color: grey;">○</span>	<span style="color: grey;">◐</span>	<span style="color: green;">↗</span>
	Value of Local Suppliers (£)	This metric shows the total monetary value of expenditure with local suppliers in each quarter of the Financial Year, as defined by postcode, trading with the Council during the period. The value has increased since the previous quarter.	Quarterly	84,980,801	0	<span style="color: grey;">○</span>	<span style="color: green;">↗</span>	<span style="color: red;">↘</span>
	Suppliers trading with Council who are local (%)	increase in percentage overall of local suppliers used during Q4	Quarterly	40.1	0	<span style="color: grey;">○</span>	<span style="color: grey;">◐</span>	<span style="color: grey;">◐</span>
	Number of waivers	increase on previous quarter	Quarterly	7	0	<span style="color: grey;">○</span>	<span style="color: red;">↘</span>	<span style="color: green;">↗</span>
	Percentage Value of waivers	Slight increase in % from previous quarter	Quarterly	1.1	0	<span style="color: grey;">○</span>	<span style="color: red;">↘</span>	<span style="color: red;">↘</span>
	Requisition Processed within 3 days (%)	number of requisitions increased due to year end and % converted within the timescale remained at 99%	Quarterly	99.1	80	<span style="color: green;">●</span>	<span style="color: grey;">◐</span>	<span style="color: grey;">◐</span>