**Subject: For Information - Copy of DJEI's mail to all Finance Officers and alternates re. new Prompt Payment Report Requirements**

Subject: Re: New reporting arrangements - 15 Day Prompt Payment Government Decision S29296 of 28 March 2017

Attn: Finance Officers and alternates

Re: New reporting arrangements - 15 Day Prompt Payment Government Decision S29296 of 28 March 2017

Good afternoon

You will be aware that on 28 March 2017, the Government, on foot of a Memorandum from this Department, made a decision

to augment the existing operation of the Government’s 15 Day Prompt Payment Commitment.

The Government:

(1) Agreed to put formal arrangements in place, on an administrative basis, to augment the existing operation of

the Government’s 15 Day Prompt Payment Commitment; and

(2) Noted

(i) that the new formal arrangements will:

(a) require Central Government Departments, the Health Service Executive, the Local Authorities, State Agencies

and all other Public Sector bodies, excluding Commercial Semi-State bodies, to report quarterly on their compliance

with the Government’s 15 Day Prompt Payment Commitment using a revised payment performance template which now includes

the levels of late payment interest and compensation costs incurred;

(b) place on a formal footing the policy commitment that Central Government Departments and relevant public

sector bodies pay late payment interest and compensation costs automatically without an obligation on the provider to

request such a payment; and

(c) grant the Health Service Executive (HSE) a derogation for a period of two years from the commitment to

automatic payment of compensation costs, as set out in the memorandum, and

(ii) that the existing formal arrangements in place under Government decision of 19 May 2009 and Government

decision of 2 March 2011 and 8 March 2011, as set out in the memorandum, reflect the administrative procedures and

reporting requirements necessary to implement the Government Payment Commitment.

To note:

15 Day requirement remains an administrative requirement under this Government Decision:

The 15 Day requirement is not a new requirement. It has been in operation since 2009 in respect of Central Government

Departments and since 2011 in requirement remains an administrative requirement under this Government Decision, i.e.

S29296 28 March 2017. As such, late payment interest and compensation costs only apply in cases where payment is made

outside of the statutory 30 calendar day period.

Revised Reporting Templates:

I would ask you to ensure that your Department and the relevant public sector bodies under your Department’s aegis use

the revised reporting templates (copies attached below) when submitting all future prompt payment returns to this

Department, i.e. from Q2 of 2017.

Additional Reporting Requirements:

With regards to the additional reporting requirements under this Decision, these are an extension of the original

reporting requirements under the 2009 and 2011 Decisions. Arrangements for implementing these requirements were set

out in paragraph 3(c) of the Memorandum for Government, which I’ve attached below for information.

Under these arrangements:

Departments will continue to report quarterly to DJEI in relation to their compliance with the 15 Day Prompt Payment

Commitment using the revised reporting template;

Public sector bodies will continue to report quarterly to their parent Department in relation to their compliance with

the Government 15 Day Prompt Payment Commitment, using the revised reporting template; and

Departments and public sector bodies will continue to publish their quarterly payment performance reports on their

individual websites.

In addition, under these arrangements:

Parent Government Departments are required to publish quarterly a report detailing the payment performance of each of

the public sector bodies under their aegis.

As the success of the 15 Day Prompt Payment initiative depends on the continued cooperation of all Government

Department and public sector bodies, I would ask that you ensure that the new arrangements under this Decision are

implemented in full.

Should you have any queries in relation to the new arrangements, please don't hesitate to contact me.

Kind regards

Orla

Orla Kenny

Finance for Growth and State Aid Unit

Department of Jobs, Enterprise and Innovation

Ph: 01-6312302

ATTACHMENTS: 3Appendix 1(a) - Government Department reporting template.docx, ATTMUZQ5.docx, Formal Arrangements to

Implement the Government Decisions of 28 March 2017.docx,