



Prompt Payment Action Plan



Objective

The goal of this action plan is to ensure that Tracsis Traffic Data are consistently paying 95% or more of invoices payable to our supply chain within 60 days of receiving the invoice, as per the target set out of by the Government. This plan will consider current performance, key challenges, and the mechanisms for monitoring and continuous improvement.

Current Payment Performance

Tracsis Traffic Data's current performance, based on the period May 2024 – April 2025, is as follows:

- 94% of supply chain invoices paid within a 60-day period
- On average, Tracsis Traffic Data pays its supply chain within 28 days

Primary Causes of Non-compliance

See the table below:

Reason for non-compliance	Actions to address these causes
Change in accounting system which caused a one-off delay in allocating of payments to outstanding invoices.	Whilst this is anticipated to be a one-off event, we commit to regular training on any updates to the accounting system ensuring awareness across teams preventing delays in the payment process.
Direct debit payments not being allocated against the invoice until a later date.	Ensure the timely allocation of all direct debit payments. Ensure payments are posted in advance of invoices.
Delayed invoices received.	Ensure delayed invoices are requested from supply chain partners at the earliest possible stage. Make payment runs twice monthly to ensure invoices are paid within a 30-day period.
Invoicing errors.	Maintain a feedback loop with our supply chain to ensure errors are rectified in a timely manner. Ensure supply chain partners have the correct information prior to the invoice being issued.

Reporting

Current Procedure: Payment practices reporting is completed at Group level on a six-monthly basis and published here: [Search published payment practice reports - GOV.UK](#). Reports are reviewed by the Group CFO prior to publishing.

Action: update this Action Plan annually with progress made.

Monitoring

Actions to ensure continuous improvement: Circulate action plan to relevant teams. Conduct internal quarterly compliance audit to ensure that any issues are identified and rectified.

Review

This plan will be reviewed every 12 months, to ensure progress is being made and maintained.

Signed: *Claire Cloherty*

Name: Claire Cloherty

Role: Operations Director

Date: 25th June 2025