

Statement of payment practices in relation to suppliers and collaborators Adrian Ashton works with.

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www.adrianashton.co.uk

As a registered sole trader with no salaried employees, Adrian Ashton does not hold many of the policies that an incorporated company would do, owing to the difference in standing of his business' structure and legal status.

However, he has several position statements that clarify his practices regarding different aspects of how he manages his business – of which, this document is one.

Commitment to suppliers

As part of expressing his business' value of solidarity, he is acutely aware of the pressures that micro enterprises, the self-employed, and small businesses like his face with regards to managing their cash-flow. This is especially so, in light of often poor payment terms and practices from clients and customers.

He has therefore committed to seek to pay all invoices he receives within 24 working hours of becoming aware of them¹.

Further, depending on the nature of the contract for services he is commissioning for his business, he may also agree to pay invoices in instalments, with a portion of the agreed price being paid in advance, to support a suppliers' cash-flow further if deemed appropriate and relevant. This would be on a case-by-case basis.

Evidence of commitment in practice

In ensuring that this commitment is upheld, Adrian submits his business and its practices for regular review and (re)accreditation to several external quality assurance standards and bodies.

In the context of this statement of payment practices, these relate to:

¹ *Where invoices may be delivered by post or hand to his registered office address, it may take several days for him to 'collect' and become aware of them; but they would always be paid within 30 days of being issued. Alternatively, if they are sent electronically, and Adrian is 'out of office' this would similarly impact on his becoming aware and acting on them, but as with physical invoices, these will all be settled within 30 days of being issued.*

Certificating / Awarding body	Date awarded	Relevance to prompt payment terms and practices
Organisation of Responsible Business – Responsible Business Standard certification	April 2022 MSA – 2022001	Section – Marketplace: • Payment policies • Relationships with suppliers • Faith and ethical purchasing policy
Good Business Charter accreditation	April 2022	Prompt Payment to Suppliers code of conduct https://goodbusinesscharter.com/prompt-payment-to-suppliers/
Prompt Payment Code	Dec 2020	
Pay On Time Supporter	July 2018	https://www.payontime.co.uk/pay-on-time-supporters/consultancy/adrian-ashton

Concerns and complaints

Should a supplier have a grievance about how their invoices have been received, paid, processed, or otherwise dealt with, in the first instance it is hoped that they would be able to speak with Adrian Ashton directly and resolve the matter informally.

However, if this does not generate a resolution to their satisfaction, Adrian openly highlights how any stakeholder to his business (including suppliers) can raise concerns about his conduct:

Body that concern can be raised through	Where people can find contact details for submitting complaint to	Potential sanctions body can direct
Organisation of Responsible Business	https://responsiblebusinessstandard.org.uk/	Revoking of certification
Good Business Charter	https://goodbusinesscharter.com/share-your-views/	Revoking of accreditation
Prompt Payment Code	n/a as being replaced with FPC	
Pay On Time Supporter	https://www.payontime.co.uk/	Revoking of listing

Additional commitment to suppliers and collaborators

In addition to the above, Adrian Ashton commits to:

- Open and transparent working practices with suppliers and collaborators, and is happy to consider agreeing to additional practices or terms that they might wish to ask of him; for example, the signing of specific non-disclosure agreements.
- Not divulge or share any information that he receives or learns about a supplier or collaborator to any other party, or publish it into the public domain, without that client's prior consent (*unless it relates to an investigation by a regulatory body, and they are demanding said information through a statutory instrument*).

- Only use the information shared with him by a supplier or collaborator for the intended and agreed purpose.

Working practices

Adrian Ashton will:

- Always seek to make payments using direct bank transfers, card payments, or PayPal, for expediency and traceability.
- Receive invoices and requests for payments from suppliers and collaborators through a system that they are comfortable with (*for example, email*).
- Collate anonymised data about suppliers as part of his annual impact reporting processes.

Ongoing review

This statement shall be subject to ongoing review, and may be updated from time to time to reflect feedback from suppliers, collaborators, and other stakeholders; and/or changes to his registration with professional bodies.