

Quarterly Performance Monitoring Timetable 2018-19

Notes: Data for each of the quarters MUST be reported cumulatively quarter on quarter i.e. Quarter 2 data must be reported for period 1st April- 30th September and not 1st July-30th September. Quarter 4 (End of Year) data MUST be reported for the full year and not for the single quarter i.e. 1st April 2018 -31st March 2019.

For all end of year reporting, data must be supplied with evidence papers that both verify the figure reported and its calculation. The evidence papers also need to be able to demonstrate where the data has been derived from i.e. its source, as end of year performance is subject to internal audit inspection.

Quarter	Dates of quarter	Updater sheets Sent out	Date updating starts	Updating deadline	Generate reports	Challenge with Directors	CMT report date	Sign off reports	Scrutiny draft report due date	Scrutiny Committee	Cabinet Date
1	1 st April 2018-30 th June 2018	22 nd June	2nd July	23 rd July	23 rd July-3 rd Aug	w/c 6 th Aug and w/c 13 th Aug	Reported to CMT 22 nd August	By 22 nd August	w/c 27 th Aug	w/c 11 th September-20 th September 2017	Reported to Cabinet 15 th October
2	1 st April 2018-30 th September 2018	28 th September	1 st October	22 nd October	22 nd Oct-2 nd November	w/c 5 th Nov	Reported to CMT 14 th November	By 14 th November	w/c 19 th Nov	4 th December-13 th December	Reported on 7 th January 2018
3	1 st April 2018-31 st December 2018	13 th December	2 nd January	14 th January	14 th Jan-1 st February	w/c 4 th Feb	Reported to CMT 13 th February	By 13 th February	w/c 19 th Feb	5 th March-14 th March	Reported to Cabinet 18 th March
4 (End of Year)	1st April 2018-31 st March 2019	18 th March	1 st April	15 th April	15 th April – 7 th June	w/c 10 th June	Reported to CMT 18 th June	By 18 th June	w/c 25 th June (potential date)	9 th July – 19 th July (potential date)	Reported to Cabinet 29 th July (potential date)