

# 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 1<sup>st</sup> April- 30<sup>th</sup> September and not 1<sup>st</sup> July-30<sup>th</sup> September. Quarter 4 (End of Year) data MUST be reported for the full year and not for the single quarter i.e. 1<sup>st</sup> April 2018 -31<sup>st</sup> 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 <sup>st</sup> April 2018-30 <sup>th</sup> June 2018	22 <sup>nd</sup> June	2 <sup>nd</sup> July	23 <sup>rd</sup> July	23 <sup>rd</sup> July-3 <sup>rd</sup> Aug	w/c 6 <sup>th</sup> Aug and w/c 13 <sup>th</sup> Aug	Reported to CMT 22 <sup>nd</sup> August	By 22 <sup>nd</sup> August	w/c 27 <sup>th</sup> Aug	w/c 11 <sup>th</sup> September-20 <sup>th</sup> September 2017	Reported to Cabinet 15 <sup>th</sup> October
2	1 <sup>st</sup> April 2018-30 <sup>th</sup> September 2018	28 <sup>th</sup> September	1 <sup>st</sup> October	22 <sup>nd</sup> October	22 <sup>nd</sup> Oct-2 <sup>nd</sup> November	w/c 5 <sup>th</sup> Nov	Reported to CMT 14 <sup>th</sup> November	By 14 <sup>th</sup> November	w/c 19 <sup>th</sup> Nov	4 <sup>th</sup> December-13 <sup>th</sup> December	Reported on 7 <sup>th</sup> January 2018
3	1 <sup>st</sup> April 2018-31 <sup>st</sup> December 2018	13 <sup>th</sup> December	2 <sup>nd</sup> January	14 <sup>th</sup> January	14 <sup>th</sup> Jan-1 <sup>st</sup> February	w/c 4 <sup>th</sup> Feb	Reported to CMT 13 <sup>th</sup> February	By 13 <sup>th</sup> February	w/c 19 <sup>th</sup> Feb	5 <sup>th</sup> March-14 <sup>th</sup> March	Reported to Cabinet 18 <sup>th</sup> March
4 (End of Year)	1 <sup>st</sup> April 2018-31 <sup>st</sup> March 2019	18 <sup>th</sup> March	1 <sup>st</sup> April	15 <sup>th</sup> April	15 <sup>th</sup> April – 7 <sup>th</sup> June	w/c 10 <sup>th</sup> June	Reported to CMT 18 <sup>th</sup> June	By 18 <sup>th</sup> June	w/c 25 <sup>th</sup> June (potential date)	9 <sup>th</sup> July – 19 <sup>th</sup> July (potential date)	Reported to Cabinet 29 <sup>th</sup> July (potential date)