

APPENDIX 1

Performance Management Framework Calendar 2015/2016, 2016/2017 & 2017/2018

Month	Committee Meeting Dates	Performance Programme
January	<ul style="list-style-type: none"> •9th January- Agreement of priorities by administration •11th January- Regulatory and Support Services Committee Meeting •13th January-Commercial Services Committee •28th January- Corporate Governance and Finance Committee Meeting 	<ul style="list-style-type: none"> *6th Month service plan reviews * Agreement of priorities by administration
February	<ul style="list-style-type: none"> • 29th February- Regulatory and Support Services Committee Meeting (second tranche of service delivery plans) • All Service Delivery Leads to organise Service Planning Workshops 	<ul style="list-style-type: none"> * 6th Month service plan reviews * Budget agreed * Start of Service Planning Workshops
March	<ul style="list-style-type: none"> • All Service Delivery Leads to complete Service Planning Workshops. Start developing New Service Delivery Plans. 	<ul style="list-style-type: none"> * Service Planning Workshops
April		<p>Start of new financial year</p>
May	<ul style="list-style-type: none"> • 26th May -Annual Council Meeting- Proposed 	<p>Annual Council Meeting (priorities agreed)</p>
June	<ul style="list-style-type: none"> •13th June -Regulatory and Support Services Committee •22nd June- Commercial Services •27th June- Regulatory and Support Services Committee •30th June- Corporate Governance and Finance Committee 	<ul style="list-style-type: none"> * New SDP's and End of Year reports to Committee (new SDP's from 1st April-31st March) * Appraisals <p>End of year reporting and Service Delivery plans to be presented at Committee</p>
July		<p>Appraisals completed</p>
August		
September		<p>6 month Service Delivery Plan reports to be completed and checked by Service Director (reporting period April-Sept)</p>









