Appendix A

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

Month	Committee Meeting Dates	Performance Programme
January	• 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	*6th Month service plan reviews * Agreement of priorities by administration
February	• 29th February- Regulatory and Support Services Committee Meeting (second tranche of service delivery plans) • All Service Delivery Leads to organise Service Planning Workshops	* 6th Month service plan reviews * Budget agreed * Start of Service Planning Workshops
March	• All Service Delivery Leads to complete Service Planning Workshops. Start developing New Service Delivery Plans.	* Service Planning Workshops
April		Start of new financial year
May	• 26th May -Annual Council Meeting- Proposed	Annual Council Meeting (priorities agreed)
June	• 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	* New SDP's and End of Year reports to Committee (new SDP's from 1st April-31st March) * Appraisals End of year reporting and Service Delivery plans to be presented at Committee
July		Appraisals completed
August		
September		6 month Service Delivery Plan reports to be completed and checked by Service Director (reporting period April-Sept)
October	• Newly proposed-Service Planning Workshops to commence	New proposal-Start of Service Planning workshops for 2017-2018
November	• 7th November- Regulatory and Support Services Committee • 22nd November-Commercial Services Committee • Newly proposed- All Service Planning Workshops to be completed	New proposal; 6 month Service Delivery Plan reports presented to Service Delivery Champion-extreme variance to be reported to Committee
December	• 1st December- Corporate Governance Committee • 5th December- Regulatory and Support Services Committee • Budget setting meetings take place with Service Leads (which will now be based on outcomes identified within Service Planning Workshops) • All Service Delivery Plans completed and checked by service Director, Service Delivery Champion and the Performance Management Officer.	* The reports will go to the Service Delivery Champion for comments. The one page 6 monthly update report, including Member comments will then go to Committee for noting. Budget setting meetings

Month	Committee Meeting Dates	Performance Programme

January 2017
- Agree priorities

* Agree priorities

February
- 23rd February- Budget agreed at Full Council
- 27th February- Regulatory and Support Services Committee (although proposal to hold extrodinary meeting in March).

* Budget agreed at Full Council
* New service delivery plans to be presented to Committee

March
- 14th March- Commercial Services Committee.
- 20th March- Regulatory and Support Services Committee

Proposed new date for appraisals to be concluded

New service delivery plans to be presented to Committee

April
- 3rd April - Corporate Governance and Finance Committee
- 24th April- Regulatory and Support Services Committee

Start of new financial year

May
- 25th May -Annual Council Meeting

* Annual Council Meeting

June

July
- TBC July- Member away day

August

September

October
- Dates of Committees TBC

* 6 month SDP performance updates completed and agreed by service Director and Performance Management officer.

* The 6 month reports will go to the Service Delivery Champion for comments. The one page 6 month update report, including Member comments will then go to Committee for noting.

November
- Service Planning workshops to commence

December
- Budget setting meetings take place with Service Leads (based on outcomes identified within Service Planning Workshops)
- All Service Delivery Plans completed (by the end of Jan).

* All Service Delivery Plans completed and checked by the Performance Management Officer, the Service Director and the Service Delivery Champion (by the end of Jan)