LSP/LAA PERFORMANCE REPORTING TIMETABLE

Key/Notes -
ROs - Responsible Officers
DCOs - Data Collection Officers
Note - AOs, ROs and DCOs are identified in the CorVu system. ROs for financial spend were identified in the first LAA

Tasks
Meetings
Deadlines

Q1 ends

Task/Meeting/Deadline	Responsibility	2008																						
		April - wk/e…				May - wk/e…					June - wk/e…					July - wk/e…				August - wk/e…				
		04/04	11/04	18/04	25/04	02/05	09/05	16/05	23/05	30/05	06/06	13/06	15/06	20/06	27/06	04/07	11/07	18/07	25/07	01/08	08/08	15/08	22/08	29/08
Deadline for return of financial spend information to RW	ROs																							
Deadline for upload of completed performance information into CorVu	DCOs																							
Prepare performance report for Governance Sub-Group meeting	KA/RW																							
LSP Data Management Group	KA															3/7								
Governance Sub-Group meeting	KA																			28/7				
Prepare report for LSP Board	KA																							
LSP Board Meeting	IS																			01/08				
Main Overview & Scrutiny Meeting	IC																							29/8
Cabinet Meeting	IC																							

Q2 ends

Q3 ends

Task/Meeting/Deadline	Responsibility	2008																	2009				
		September - wk/e…				October - wk/e…					November - wk/e…				December - wk/e…				January - wk/e…				
		05/09	12/09	19/09	26/09	03/10	10/10	17/10	24/10	31/10	07/11	14/11	21/11	28/11	05/12	12/12	19/12	26/12	02/01	09/01	16/01	23/01	30/01
Deadline for return of financial spend information to RW	ROs																						
Deadline for upload of completed performance information into CorVu	DCOs																						
Prepare performance report for Governance Sub-Group meeting	KA/RW																						
Deadline for Mid-Year Statement of Grant Usage & Certificate	RW																						
Mid-Year performance review with GONE	KA									TBC													
Refresh of LAA	KA/Partners																						
LSP Data Management Group	KA					2/10														8/01			
Governance Sub-Group meeting	KA									27/10													
Prepare report for LSP Board	KA																						
LSP Board Meeting	IS									31/10													
Main Overview & Scrutiny Meeting	IC												19/11										
Cabinet Meeting	IC	02/09												25/11									

Q4 ends

Task/Meeting/Deadline	Responsibility	2009																				
		February - wk/e…				March - wk/e…				April - wk/e…				May - wk/e…					June - wk/e…			
		06/02	13/02	20/02	27/02	06/03	13/03	20/03	27/03	03/04	10/04	17/04	24/04	01/05	08/05	15/05	22/05	29/05	05/06	12/06	19/06	26/06
Deadline for return of financial spend information to RW	ROs																					
Deadline for upload of completed performance information into CorVu	DCOs																					
Prepare performance report for Governance Sub-Group meeting	KA/RW																					
Refresh of LAA	KA/Partners																					
LSP Data Management Group	KA									02/04												
Governance Sub-Group meeting	KA	02/02												27/04								
Prepare report for LSP Board	KA																					
LSP Board Meeting	IS		13/02												08/05							
Main Overview & Scrutiny Meeting	IC		11/02													15/05						
Cabinet Meeting	IC			17/02																09/06		
Forecast Outturn Report	RW																					
End-Year Statement of Grant Usage & Certificate	RW																					
End-Year performance review with GONE	KA								TBC													