

Performance Measurement Reporting Timetable

Performance workbooks should be returned every quarter by dates stipulated by SP. The reporting period dates and submission return deadlines are detailed below for 2010 to 2012.

Financial Year 2010/2011

Quarter	Reporting Period	Return Deadline
Q1 2010/11	5 th April 2010 to 4 th July 2010	28 th July 2010
Q2 2010/11	5 th July 2010 to 3 rd October 2010	25 th October 2010
Q3 2010/11	4 th October 2010 to 2 nd January 2011	25 th January 2011
Q4 2010/11	3 rd January 2011 to 3 rd April 2011	27 th April 2011

Financial Year 2011/2012

Quarter	Reporting Period	Return Deadline
Q1 2011/12	4 th April 2011 to 3 rd July 2011	27 th July 2011
Q2 2011/12	4 th July 2011 to 2 nd October 2011	24 th October 2011
Q3 2011/12	3 rd October 2011 to 1 st January 2012	24 th January 2012
Q4 2011/12	4 th January 2012 to 1 st April 2012	25 th April 2012

The procedures for ensuring compliance with performance arrangements are set out below:

- The SP team will send a reminder email to all providers 2 weeks before the deadline for submissions.
- If providers have difficulty meeting the submission deadline for a specific reason, a short extension may be offered at the discretion of the Area Lead Officer who deals with the service(s).
- In the case of workbooks still outstanding 5 working days after the deadline, an email will be issued reminding providers of their contractual obligations and requiring their return within a further 5 working days.
- Unplanned late returns or failure to submit returns may lead to the instigation of contract default procedures.