

## Performance Measurement Reporting Timetable

Performance monitoring returns (PI workbooks) should be returned to SP via SPOCC.Net every quarter. The reporting period dates and submission return deadlines for 2021/22 are detailed below.

It is recommended that these returns are made as soon as possible after the end of the quarter, leaving time before the deadline for resubmission should a workbook be rejected for any reason.

### Financial Year 2021/2022

Quarter	Data Collection Period	Submission Deadline
Q1*	05 April 2021 to 30 June 2021	23 July 2021
Q2	01 July 2021 to 30 September 2021	22 October 2021
Q3	01 October 2021 to 31 December 2022	21 January 2022
Q4	01 January 2022 to 31 March 2022	22 April 2022

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 SP Lead Officer who deals with the service(s).
- In the case of workbooks still outstanding on the deadline date, an email will be issued reminding providers of their contractual obligations and requiring their return within a further 5 working days.

**\*NB: The 'Contract' worksheet must also be filled in Q1.**