

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 are detailed below for 2017 to 2018.

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 2017/2018

Quarter	Reporting Period	Return Deadline
Q1 ¹	3 rd April 2017 to 2 nd July 2017	19 th July 2017
Q2	3 rd July 2017 to 1 st October 2017	18 th October 2017
Q3	2 nd October 2017 to 31 st December 2017	17 th January 2018
Q4	1 st January 2018 to 1 st April 2018	18 th April 2018

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 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.
- Unplanned late returns or failure to submit returns will lead to the instigation of contract default procedures.

¹ NB: The “Contract” worksheet must also be filled in Q1 every year