

# 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 2018 to 2019.

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 2018/2019

Quarter	Reporting Period	Return Deadline
Q1 <sup>1</sup>	02 April 2018 to 01 July 2018	18 July 2018
Q2	02 July 2018 to 30 September 2018	17 October 2018
Q3	01 October 2018 to 06 January 2019	23 January 2019
Q4	07 January 2019 to 07 April 2019	24 April 2019

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.

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