

Council Planning Timetable 2020/21

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Timetable for Key Decisions

Item	Details	Sign Off	Date
1.	Annual Governance Statement	Executive Directors Audit and Governance	May 2020 (Draft AGS) 27 May 2020
2.	Statement of Accounts	Audit and Governance	27 July 2020
3.	Annual Report – 2019/20	Executive Directors	September 2020
4.	Budget Reports	Executive Directors Cabinet O & S Commission	July, November 15 July 2020, 11 November 2020 20 July 2020, 14 December 2020
5.	Settlement/Capital Announcement	Executive Directors Cabinet O & S Commission	December 2020 6 January 2021 1 February 2021
6.	Revised Spending Plans, Provisional Council Tax Recommendation	Cabinet O & S Commission	6 January 2021 1 February 2021
7.	Council Budget 2021/22	Cabinet	24 February 2021
8.	Council Plan 2020/21	Executive Directors Cabinet	February 2021 24 February 2021

Item	Details	Sign Off	Date
		Council	3 March 2021
9.	Approval of Budget 2021/22	Council	3 March 2021
10.	Target Setting Review 2021/24	Executive Directors Cabinet	March 2021 24 March 2021
11.	Annual Service Plan completion 2021/22	Executive Directors / Directors	31 March 2021
12.	Appraisals	Managers	30 April 2021
13.	Departmental Training Plans 2021/22	Strategic Directors	June 2021
14.	Member Training Plan 2021/22	Member Training Group Leader Chief Executive	June 2021
15.	Corporate Training Plan 2021/22	Executive Directors	June 2021

Appendix 1 - Finance and Performance Monitoring Report Timetable

Quarter	Report	Budget and Performance Monitoring Meeting	Member Services Deadline	Cabinet	Audit & Financial Monitoring Scrutiny Panel	Council
Quarter 1	Financial Monitoring Report Outturn 2019/20	N/A	15 May 2020	27 May 2020	7 July 2020	8 July 2020
	Performance Outturn Report 2019/20	N/A	3 July 2020	15 July 2020	N/A	N/A
	Financial Monitoring Report 1 - 2020/21	12 - 26 May 2020	12 June 2020	24 June 2020	7 July 2020	8 July 2020
	Performance Report Q1 – 2020/21	9 – 20 July 2020	21 August 2020	2 September 2020	N/A	N/A
Quarter 2	Financial Monitoring Report 2 – 2020/21	14 – 21 September 2020	25 September 2020	7 October 2020	24 November 2020	4 November 2020
	Performance Report Q2 – 2020/21	12 – 26 October 2020	30 October 2020	11 November 2020	N/A	N/A
Quarter 3	Financial Monitoring Report 3 – 2020/21	12 – 23 November 2020	18 December 2020	6 January 2021	19 January 2021	13 January 2021
	Performance Report Q3 – 2020/21	18 – 25 January 2021	12 February 2021	24 February 2021	N/A	N/A
Quarter 4	Financial Monitoring Report 4 – 2020/21	15 – 22 February 2021	12 March 2021	24 March 2021	N/A	14 April 2021

Appendix 2 – Monthly Performance Indicator Data and Commentary Deadlines

April 2020	May 2020	June 2020	July 2020	August 2020	September 2020
10 May 2020	12 June 2020	10 July 2020	12 August 2020	11 September 2020	9 October 2020
October 2020	November 2020	December 2020	January 2021	February 2021	March 2021
13 November 2020	11 December 2020	11 January 2021	12 February 2021	12 March 2021	12 April 2021