

RIBBLE VALLEY BOROUGH COUNCIL PERFORMANCE MANAGEMENT TIMETABLE – 2007/2008

Appendix A

Month	Members	Corporate Management Team	Service Managers	Staff
Every Month		Monitor action plans on Covalent Monthly budget monitoring	Update action plans on Covalent	
Every Quarter	Service Committees and Overview and Scrutiny (Res) monitor PI's	Monitor Key Basket of Corporate Performance Indicators Monitor High Level Improvement Plan	Ensure all relevant PI's have been updated and activated/authorised on Covalent	PI updaters enter data on Covalent
Bi-annually	Service Committees to monitor Service Plan improvements (action plans)	To monitor Service Plan improvements (action plans)		
Through the year				
April – May 2007	Leader sets political priorities	CMT reviews the 'Corporate Plan' existing priorities, and emerging SCS priorities	Appraisals start	Consultation on Community priorities
May – June 2007			Review Corporate Objectives and actions	
June 2007	Approve the Corporate Performance and Improvement Plan	Approve the Corporate Performance and Improvement Plan		Corporate Services publish Corporate Performance and Improvement Plan by 30 June
August – September 2007		CMT review the Medium Term Financial Strategy (MTFS), service plan template and guidance for 2008/09	Work with CMT to outline future service priorities and budget requirements Work with accountants to forecast budget needs	
September 2007	Policy and Finance consider the MTFS Service Committee working groups consider future service priorities and budget requirements		Provide Service Committee working groups with outline of service priorities and budget requirements	
October – November 2007		CMT review and approve draft Service Plans	Revise Service Plans to include draft budget requirements and present to CMT	
January 2008	Service Committees consider and approve Service Plans and associated budgets		Revise Service Plans to reflect CMT comments and present to Service Committee	
February 2008	Special Policy and Finance approve Budget, Service Plans and set Council Tax		Revise Service Plan to reflect final budget settlement	
March 2008				Joint Performance and Council Tax leaflet delivered to every household with Council Tax bill

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