

## Appendix 3

### Annual Cycle of Key Reports

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
<b><u>Annual review of members roles</u></b>						x						
<b><u>Annual external Audit report</u></b>										x		
<b><u>Annual Statement of Internal control approved</u></b>					x							
<b><u>Bright Ideas monthly award</u></b>	x	x	x	x	x	x	x	x	x	x	x	x
<b><u>Business Planning</u></b>												
Financial prosepcts for coming three years							x					
Outline Budget remit set								x				
Review content of Business Plans												
- Service and Council								x				
Budget options considered												
- by CMT (Cap +Rev)										x		
- by Group											x	
- by Cabinet												x
Public consultation on Budget												x
Band D calculation	x											
Capital programme finalised				x								
Council Tax set				x								
Service Plans finalised				x								
Council Plan issued					x							
<b><u>Community Plan update</u></b>											x	
<b><u>Communication Planner</u></b>	x	x	x	x	x	x	x	x	x	x	x	x
<b><u>Council results reported</u></b>							x					
<b><u>Determine Member training Plan</u></b>							x					

<u>Determine officer training Plan</u>													X
<u>Exception report Improvement Plan</u>	X	X	X	X	X	X	X	X	X	X	X	X	X
<u>Internal Audit Plan reported</u>			X										
<u>Issue member bulletin</u>	X	X	X	X	X	X	X	X	X	X	X	X	X
<u>Issue Together Bromsgrove</u>		X			X			X			X		
<u>LSP 4 monthly review (review pending)</u>				X				X					X
<u>PDR's completed</u>					X								
<u>PI report</u>	X	X	X	X	X	X	X	X	X	X	X	X	X
<u>Quarterly Performance reports</u>													
Quarterly Fin/ perf report	X			X			X			X			
Quarterly review of Risk registers		X			X			X			X		
Review CSC performance	X			X			X			X			
<u>Quarterly meeting Ldr + Ch PMB; Scrutiny; and Audit</u>	X			X			X			X			
<u>Report on accounts closure</u>							X						
<u>Review Council forward plan</u>	X	X	X	X	X	X	X	X	X	X	X	X	X
<u>Staff survey results</u>									X				
<u>Team of the Month</u>	X	X	X	X	X	X	X	X	X	X	X	X	X
<u>Treasury policy statement</u>				X									
<u>VFM</u>													
Annual VFM Plan approved			X										
VFM Review Future Programme							X						
VFM quarterly review	X			X			X			X			