

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>
<u>Annual review of members roles</u>						x						
<u>Annual external Audit report</u>										x		
<u>Annual Statement of Internal control approved</u>					x							
<u>Bright Ideas monthly award</u>	x	x	x	x	x	x	x	x	x	x	x	x
<u>Business Planning</u>												
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							
<u>Community Plan update</u>											x	
<u>Communication Planner</u>	x	x	x	x	x	x	x	x	x	x	x	x
<u>Council results reported</u>							x					
<u>Determine Member training Plan</u>							x					

