Appendix 3

Annual Cycle of Key Reports

	<u>January</u>	<u>Februar</u>	y <u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	August	Septen	nbe Octobe	er Novem	bei Decem	<u>ıber</u>
Annual review of members roles	5					x							
Annual external Audit report										X			
Annual Statement of Internal control approved					x								
Bright Ideas monthly award)	x	x	x	х	х	x	х	x	x	X	x	x
Business Planning Financial prosepects for coming three years Outline Budget remit set Review content of Business Plans - Service and Council Budget options considered - by CMT (Cap +Rev) - by Group							х	x x		x	x		
- by Cabinet Public consultation on Budget Band D calculation Capital programme finalised Council Tax set Service Plans finalished Council Plan issued	,	×		x x x	x							x	x
Community Plan update											х		
Communication Planner)	×	x	x	x	x	x	x	x	x	x	x	x
Council results reported							X						
Determine Member training Plan	<u>1</u>						x						

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