

DEVON CARE & REPAIR REPORTING TIMETABLE 2010/11

		Q1 2010/11	Q2 2010/11	Q3 2010/11	Q4 2010/11
Quarter-End date		30/06/2010	30/09/2010	31/12/2010	31/03/2011
Tasks	Who?	Deadlines			
1) Source Data collated	Sarah Hadley	9 th July 2010	22 nd Oct 2010	7 th Jan 2011	8 th April 2011
2) Performance and Summary Reports collated	Jo Ward / Mel Burke / Clare Miller	23 rd July 2010	5 th Nov 2010	21 st Jan 2011	22 nd April 2011
3) Performance Report sent to District Monitoring Groups (DMGs)	Vanda van der Linden	26 th July 2010	8 th Nov 2010	24 th Jan 2011	25 th April 2011
4) DMGs return Performance Report feedback	District Monitoring Groups	6 th Sep 2010	29 th Nov 2010	11 th Feb 2011	13 th May 2011
5) Incorporate DMG feedback into Performance Report	Mel Burke / Clare Miller	20 th September 2010	6 th Dec 2010	18 th Feb 2011	20 th May 2011
6) Distribution of papers to members	Vanda van der Linden	21 st September 2010	8 th Dec 2010	21 st Feb 2011	23 rd May 2011
DMG meetings to occur between:		26th July – 30th Aug 2010	8th Nov – 29th Nov 2011	24th Jan – 11th Feb 2011	25th Apr – 13th May 2011
Service Monitoring & Development Board meetings		28th Sep 2010 PM Goodrich Rm	16th Dec 2010 PM Pinney Rm	1st March PM Board Rm	31st May AM Board Rm