

FINANCIAL AND OPERATIONAL REPORTS

Monthly Service Review Report	Frequency	Submission Date
Operational Expenditure and Income Trading Statement Report	Monthly	By the 10 th working day of each month for the previous calendar month
Customer Complaints and Feedback Report		
Accidents and Incidents Report		
Quarterly Service Review Report	Frequency	Submission Date
Performance Monitoring Report	Quarterly	By the 15 th working day of each month for the previous calendar month
Annual Service Development Plan Progress Update		
Marketing Plan Progress Report – to include performance against participation targets		
Health and Safety Monitoring Report		
Community and Healthy Lifestyles Report		
Facility Development		
Staffing Report		
Annual Service Review Report	Frequency	Submission Date
Equipment Inventory (in liaison with Financial Services)	Annually	3 months prior to the commencement of each Year of the Agreement
Annual Council's Outcomes Report		
Planned Preventative Maintenance Programme (in liaison with Property Services)		
Trading Statement		
Health and Safety Report		
Marketing Plan		
Service Development Plan and Programmes		
Environmental Management Plan		
Pricing Schedule		
Miscellaneous Reports	Frequency	Submission Date
Lightning Report	Reported through Health & Safety Monitoring Report	To meet legislative requirements
Fire Risk Assessment		
Legionella Risk Assessments		
Asbestos Risk Assessment		
Electrical Certificates		
Lifting equipment inspection and test reports		
PAT testing		
Pressure vessels		
Waste transfer notes		
Ductwork inspection certificates		