

## FINANCIAL AND OPERATIONAL REPORTS

<b>Monthly Service Review Report</b>	<b>Frequency</b>	<b>Submission Date</b>
Operational Expenditure and Income Trading Statement Report	Monthly	By the 10 <sup>th</sup> working day of each month for the previous calendar month
Customer Complaints and Feedback Report		
Accidents and Incidents Report		
<b>Quarterly Service Review Report</b>	<b>Frequency</b>	<b>Submission Date</b>
Performance Monitoring Report	Quarterly	By the 15 <sup>th</sup> 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		
<b>Annual Service Review Report</b>	<b>Frequency</b>	<b>Submission Date</b>
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		
<b>Miscellaneous Reports</b>	<b>Frequency</b>	<b>Submission Date</b>
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		