Joint Committee Annual Recurring Reports Structure

Report Cycle	**Report Overview**
March	
Corporate Governance & Performance Update	This report sets out the key performance highlights, challenges and progress for the relevant reference period, based on the Joint Committee Performance Dashboard, and other relevant performance information
External Audit – annual plan	This report advises the Joint Committee of Tayside Contracts External Auditors Audit Plan for coming financial year.
Internal Audit – annual plan	This report advises the Joint Committee of Tayside Contracts Internal Auditors Audit Plan for coming financial year.
Revenue & Investment Budget, Capital Investment Contribution (Exempt)	This report seeks approval for the Revenue and Investment Budgets for the relevant year. The report also sets out the financial strategy and the Medium-Term Financial Plan.
Financial Operating Statement – 9 months (Exempt) - Tenders over £100k	This report presents Tayside Contracts financial performance for the nine months ended 31 December for the relevant year. It also provides details of tenders exceeding £100,000 accepted for the relevant reference period
June	
Annual Accounts (Draft)	This report relates to the Tayside Contracts Draft Unaudited Annual Report for the relevant financial year.
Local Code of Corporate Governance	This report sets out the Corporate Governance Statement for Tayside Contracts, and the Annual Governance Statement, as part of the assurance process for the Annual Accounts of the organisation. Any amendments to the Financial Regulations or Standing orders will also be referenced.
Corporate Governance & Performance Update	This report sets out the key performance highlights, challenges and progress for the relevant reference period, based on the Joint Committee Performance Dashboard,

	and other relevant performance information. Also covers updates on: - Business Plan & Corporate Improvement Plan (CPI) – annual update
New Jobs and Regrading G11 & above and Redundancies & Flexible Retirement (Exempt)	This report details, the creation of, or amendments to, any permanent post at Grade 11 or above and of any redundancies and flexible retirements that have taken place in the previous year
Tenders over £100k (Exempt) - Stand alone due to no financial operating statement for mth 12	This report provides details of tenders exceeding £100,000 accepted for the relevant reference period
August	
Corporate Governance & Performance Update	This report sets out the key performance highlights, challenges and progress for the relevant reference period, based on the Joint Committee Performance Dashboard, and other relevant performance information.
Internal Audit Annual Update	This report details the outcome of Internal Audit Reviews carried out by the appointed auditor: - Annual Report - Follow up Review - Will also cover any relevant audit reports
Financial Operating Statement – 3 months to June (Exempt) - Tenders over £100k	This report presents Tayside Contracts financial performance for the relevant reference period (Month 3 to 30th June). It also provides details of: - Tenders exceeding £100,000 accepted for the relevant reference period and -
November	
Corporate Governance & Performance Update	This report sets out the key performance highlights, challenges and progress for the relevant reference period, based on the

	Joint Committee Performance Dashboard, and other relevant performance information
Final Annual Accounts	This report presents the report by Tayside Contracts External Auditor on the audit of the financial year ended 31 March for the relevant reporting year.
Annual Performance Report	This report presents the Annual Performance Report for the relevant reference period
Tayside Contracts Risk Register	This report provides an update on the organisation's Risk Register
Financial Operating Statement – 6 months to September (Exempt) - Tenders over £100k - Percentage Share of the Business	This report presents Tayside Contracts financial performance for the relevant reference period (Month 6 to 30th September). It also provides details of: - Tenders exceeding £100,000 accepted for the relevant reference period and - The percentage share of the business for previous financial year.
Advance Fleet Purchases (Exempt)	This report details the proposed purchases and leases of various fleet and plant items, for the next financial year.

Please note the purpose of this schedule is to publish the standard/recurring reports that will go to the Joint Committee. Other stand alone or non-recurring reports will be scheduled and presented accordingly.