Annual Target Setting Timetable 2019-20

Notes: Target setting for 2019/20 will be undertaken as part of Q3 performance reporting. PI co-ordinators will have a target setting template circulated at the beginning of January 2019 for populating proposed targets for their respective Directorates for 2019/20.

For each PI, the relevant PI owner must provide a robust rationale to explain the reasons behind setting the proposed target. Target setting also provides an opportunity to review, amend, delete or add new performance indicators (with the exception of statutory indicators which cannot be deleted). For any indicators that are deleted a rationale needs to be provided to explain the reason for deletion.

Activity	Timeframe
Target setting template circulated to each Directorate's Performance indicator co-ordinator in an Excel format.	December (7th December 2018)
Each Performance indicator co-ordinator will be responsible for liaising with the relevant Performance Indicator owners (Heads of Service/Operational Managers) for the return of information needed in the template.	December (7th – 1st February 2019)
PI Co-ordinators to liaise with relevant owners to review existing measures (Deletions & additions)	December (7th – 1st February 2019)
Performance Co-ordinators will be responsible for signing off the target setting template with relevant Director.	December (7th - 1st February 2019)
Completed target setting template to be submitted to the Improvement and Development team.	February (1st February 2019)
Sponsoring Director/ final consideration of PIs	February (11th February 2019)
All targets will then be reported via Scrutiny Committees for consideration and challenge. (As part of Service Plan consideration)	March (5th – 14th March 2019)
A report will be presented to Cabinet for final consideration and challenge, so that these targets can then be formally adopted.	April (1st April 2019)