

## SCHEDULE 2

**(Insert name or funded organisation) Payment and Monitoring Schedule**

Oxford City Council has commissioned (Insert name of funded organisation) to carry out the activities as detailed in the Service Specification (Schedule 1).

The period for which funding has been approved is the three years 2015/16 to 2017/18.

Annual Funding Payment £(Insert amount of funding)

Payment & Monitoring Schedule

Date	Payment	Conditions of payment
April 2015	£XXX	<ul style="list-style-type: none"> <li>• Receipt of signed funding agreement</li> <li>• Provide a breakdown of your organisations funding for the coming year, from all sources, and its purpose</li> <li>• Provide a copy of staffing structure (including numbers of paid staff in each capacity) at the commencement of this agreement.</li> </ul>
May 2015		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
July 2015	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed for priority activity and returned.</li> <li>• Review of delivery against outcomes.</li> <li>• Action plan agreed if priority outcomes not being delivered.</li> </ul>
August 2015		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
October 2015	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed and returned.</li> <li>• Review of delivery against outcomes.</li> <li>• Action plan agreed if priority outcomes not being delivered.</li> <li>• Review and agreement of outcomes for 2016/17</li> <li>• Provide a copy of signed annual accounts for financial year 2014/15.</li> </ul>
November 2015		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
January 2016	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed for priority activity and returned.</li> <li>• Review of delivery against outcomes.</li> <li>• Action plan agreed if priority outcomes not being delivered.</li> <li>• Decision on funding for 2016/17 where action plan in place.</li> </ul>
February 2016		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
April 2016	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed and returned.</li> </ul>

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May 2016		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
July 2016	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed for priority activity and returned.</li> <li>• Review of delivery against outcomes.</li> <li>• Action plan agreed if priority outcomes not being delivered.</li> </ul>
August 2016		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
October 2016	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed and returned.</li> <li>• Review of delivery against outcomes.</li> <li>• Action plan agreed if priority outcomes not being delivered.</li> <li>• Review and agreement of outcomes for 2017/18</li> <li>• Provide a copy of signed annual accounts for financial year 2015/16.</li> </ul>
November 2016		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
January 2017	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed for priority activity and returned.</li> <li>• Review of delivery against outcomes.</li> <li>• Action plan agreed if priority outcomes not being delivered.</li> <li>• Decision on funding for 2017/18 where action plan in place.</li> </ul>
February 2017		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
April 2017	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed and returned.</li> <li>• Provide a breakdown of your organisations funding for the coming year, from all sources, and its purpose</li> <li>• Provide a copy of staffing structure (including numbers of paid staff in each capacity) at the commencement of this agreement.</li> </ul>
May 2017		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
July 2017	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed for priority activity and returned.</li> <li>• Review of delivery against outcomes.</li> <li>• Action plan agreed if priority outcomes not being delivered.</li> </ul>
August 2017		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
October 2017	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed and returned.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Review of delivery against outcomes.</li> <li>• Action plan agreed if priority outcomes not being delivered.</li> <li>• Review and agreement of service level agreement and outcomes for 2018/19</li> <li>• Provide a copy of signed annual accounts for financial year 2016/17.</li> </ul>
November 2017		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>
January 2018	£XXX	<ul style="list-style-type: none"> <li>• Monitoring information completed for priority activity and returned.</li> <li>• Review of delivery against outcomes.</li> <li>• Action plan agreed if priority outcomes not being delivered.</li> <li>• Confirmation of funding for 2018/19.</li> </ul>
February 2018		<ul style="list-style-type: none"> <li>• Joint monitoring meeting</li> </ul>

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