

## **Appendix 8      Management Information format**

Please confirm your ability to submit monthly Management Information reports in the following format.  
This is a condition of this agreement.

Weekly reporting must be responded to within two days with a measurable action plan within a week.

RAG Rating excel format (Appendix).

### **Weekly ratings,**

Based on the following definitions. Commentary to be provided where relevant.

Red ..... Ongoing serious issue - 3+ Weeks

Amber ..... Serious issue flagged by school

Green ..... No issues or minor issue only

### **Serious issue definition:**

Site security issue

Cleanliness - requires more than 5 mins cleaning (i.e. excessive rubbish, dirty floors)

Damage - repeated

Serious customer complaints - i.e. arriving over 15 mins early to site 2+ times, abusive behaviour, incorrect room use 2+ times

Space set up incorrectly 2+ times

This report is to be provided to the Principal, Site Manager, Finance Business Partner and Procurement mailboxes.

Monthly Income report as defined as a condition of this contract can only be provided be provided in the required format. Any other format will represent a breach of contract.

Monthly Income reports must be in the below format.

Harris Academy *****				Month		Projected minus actual income
For each hire: Hirer Details..... Email..... Mobile No.....	Available spaces as per the Requirements document in the tender pack	Hourly rate	Monthly Projected Revenue from Tender	Monthly Actual Revenue	Variance	
	3G Pitch				£0	Projected minus actual income
	Classrooms				£0	
	Dance Studio				£0	
	Dining Hall				£0	
	Drama Hall				£0	
	Gymnasium (with bleacher seats)				£0	
	Sports Hall				£0	
	Weights Room				£0	
	6th Form Meeting Room				£0	
	Outdoor netball court				£0	
	Dining Hall (extra-large open space)				£0	
	TOTAL		£0			