

KEY TO PERFORMANCE REPORTS**LEVEL 1**

PERFORMANCE AGAINST TARGETS AND ACTION PLANS	
4	Overall, performance is significantly better than target(s)
3	On track to achieve target(s)
2	Slightly behind target(s)
1	Significantly behind target(s)
DIRECTION OF TRAVEL	
△	Overall, performance is better than the same period last year
◁▷	Overall, performance is the same as for this period last year
▽	Overall, performance is behind the same period last year

LEVELS 2 & 3

PERFORMANCE AGAINST TARGETS AND ACTION PLANS	
4	Outturn is 10% or more above target
3	Outturn is above target by up to 10% or , where up to date performance data against target is not available for good reason, the action plan shows satisfactory progress
2	Outturn is below target, but within 5% or where up to date performance data against target is not available for good reason, the action plan shows inadequate progress
1	Outturn is 5% or more below target or no target has been set without good reason or there is no action plan
N.B. Where data is available this determines the judgment made for each indicator. Action plans are used to judge performance only where data is unavailable.	
DIRECTION OF TRAVEL	
△	Performance is better than the same period last year
◁▷	Performance is the same as for this period last year
▽	Performance is behind the same period last year