

KEY TO PERFORMANCE REPORTS

| PERFORMANCE AGAINST TARGETS AND ACTION PLANS | |
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| 4 | Outturn is 10% or more above target |
| 3 | Outturn is on or 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 |
| <p>N.B. Where data is available this determines the judgment made for each indicator. Action plans are used to judge performance only as a default where data is unavailable.</p> | |
| 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 |