




## KEY TO PERFORMANCE REPORTS




### LEVEL 1

PERFORMANCE AGAINST TARGETS AND ACTION PLANS	
<b>4</b>	Overall, performance is significantly better than target(s)
<b>3</b>	On track to achieve target(s)
<b>2</b>	Slightly behind target(s)
<b>1</b>	Significantly behind target(s)

DIRECTION OF TRAVEL	
	Overall, performance is better than for the same period last year
	Overall, performance is the same as for the same period last year
	Overall, performance is behind that for the same period last year

Areas that are shaded  signify that no information is required for this report

**LEVELS 2 & 3**

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