








Performance Monitoring Statements - Key

The Council uses covalent software to manage, monitor and report performance. Tables included within this document are system generated using covalent reports.

Performance Indicator and Service Plan tables include status icons to help readers understand performance against targets and due dates -

Icon	Details
	Target / Due Date met
	Not Started; In Progress
	Performance within agreed levels
	Postponed; Removed
	Target / Due Date not met
	Data only; contextual
	Data not available

Reporting frequencies are explained below –

Period	Dates
Year	1 April to 31 March
1st Half Year	1 April to 30 September
2nd Half Year	1 October to 31 March
Quarter 1	1 April to 30 June
Quarter 2	1 July to 30 September
Quarter 3	1 October to 31 December
Quarter 4	1 January to 31 March

Categories are recorded against all Performance indicators to provide readers with additional contextual data –

CAT	Description
National (b)	Prescriptive indicator reported nationally where benchmark opportunities exist (data can be compared)
Nat	Prescriptive indicator reported nationally
Local (b)	Local information where benchmark opportunities exist (data can be compared, i.e. through membership of benchmarking groups)
Local	Local information