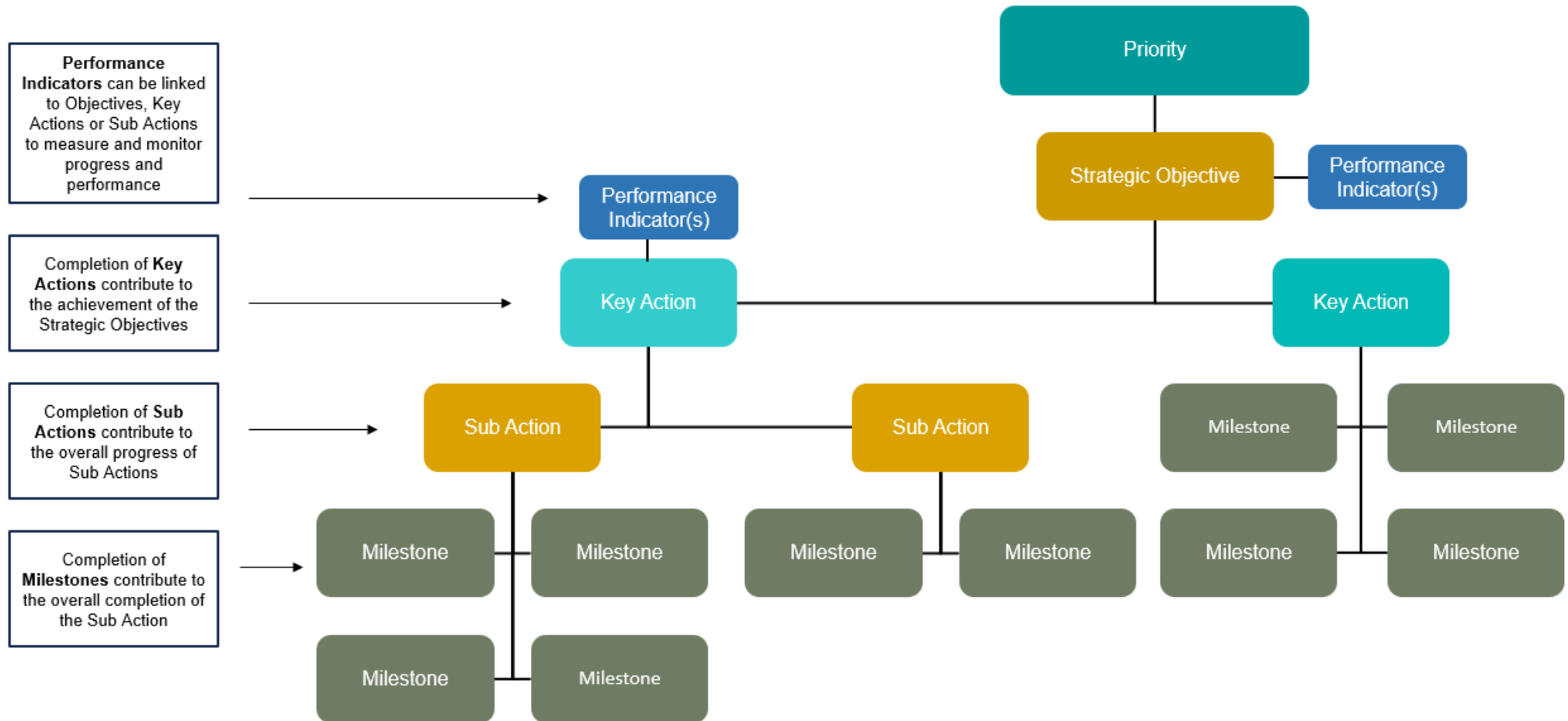**Appendix C**

COUNCIL PLAN STRUCTURE

The Council Plan is built on three tiers consisting of our priorities, our objectives and the key actions the council will undertake to achieve our objectives. The flowchart below sets out the structure of the Council Plan to demonstrate where Sub Actions and Milestones sit within the Plan.

Description:

Council Plan Key Action: Any task or activity within the Council Plan that has been allocated to a Lead Officer and has a deadline for completion. In the Council Plan these have codes such as CW1.1 or ER2.3. Not every key action has a sub action or milestones.

Sub Action: A sub action comes below the key action and its progress influences the progress of the key action. Key actions are broken down into sub actions when achieving the key action requires multiple tasks or activities. The progress of a sub action influences the progress of the key action it is assigned to.

Milestone: Defined as a task or activity that is either done or not done (100% or 0%). The completion of a milestone influences the progress of the sub action or key action it is assigned to. If an action has milestones, it must have more than one. Milestones can be assigned to a key action or sub action.

Performance Indicator: Performance Indicators (PIs) are the tools of performance measurement; used to measure and monitor how well we are progressing towards achieving the key actions in the Council Plan. They can be assigned to a key action or sub action but not a milestone.

Quantitative PIs can be measured as increasing, decreasing, or 'not too high or too low' on Ideagen.

An **example** action tree showing how progress against each Council Plan Key Action is calculated has been included below: