

## EAST AYRSHIRE COUNCIL

### PERFORMANCE REVIEW GROUP

#### MINUTES OF MEETING HELD ON WEDNESDAY 10 MAY 2006 AT 0900 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

**PRESENT:** Councillors Brian Reeves, Isabella Macrae and Robert McDill; and Fiona Lees, Chief Executive.

**ATTENDING:** Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; Alex McPhee, Executive Head of Finance; John Clayton, Head of Corporate Development and Communication; Malcolm Roulston, Head of Information Technology; and Jennifer Morrison, Administrative Officer.

**APOLOGIES:** Councillors Stephanie Young, Harry Wilson, Provost Jane Darnbrough, Councillors William Menzies and Jimmy Carmichael.

**CHAIR:** Councillor Brian Reeves, Chair.

#### DEPARTMENT OF CORPORATE SUPPORT - BEST VALUE REVIEW PROGRAMME

1. The Depute Chief Executive/Executive Director of Corporate Support provided an introduction by describing the framework within which the Department of Corporate Support was carrying out its Best Value Review Programme.

The Depute Chief Executive/Executive Director of Corporate Support then went on to outline the Department's programme of reviews as follows, viz:-

##### **2004/05**

Finance;

##### **2005/06**

Administrative and Legal Services;

Personnel Services; and

Corporate Development and Communication.

##### **2006/07**

Information Technology

The Executive Head of Finance then gave a presentation which outlined the Finance Service's Best Value Review, as undernoted:-

- Objectives of the Review; and
- Statutory Provisions.

The Executive Head of Finance then within the context of the guiding principles - the four C's - Challenge, Consult, Compare and Compete, covered the following areas:-

- Challenge - Service Profiles;
- Consult - Consultations carried out;

- Compare - benchmarking - benefits - revenues - strategic and operational accounting - insurance and risk management; and
- Compete - outsourcing - EFQM - staffing structure - optional appraisal.

The Executive Head of Finance then prior to outlining the Improvement Agenda, presented the outcomes of the Best Value Review with regard to:-

- Revenue and Benefits;
- Corporate Accounting;
- Exchequer; and
- Financial Target.

The Depute Chief Executive/Executive Director of Corporate Support then presented information with regard to the Administrative and Legal Services Best Value Review, which had commenced in October 2005 and the outcomes of which were due to be presented to the Policy and Resources Committee on 30 May 2006.

It was further reported that consultation responses received were largely positive and only minor operational improvements identified. Structural alterations would, it was anticipated, be presented to the Corporate Governance Committee on 28 September 2006.

Following the presentation, Members of the Group then put various questions to the Officers present.

The Group thereafter agreed:-

- (i) to note the progress to date and the future planned programme to 2007 for Best Value Review;
- (ii) to validate the processes used to carry out the Best Value Reviews as detailed during the presentation; and
- (iii) that Best Value was being achieved throughout the range of Corporate Support Services.

The meeting terminated at 0950 hours.