

**APPENDIX VI**

**EAST AYRSHIRE COUNCIL**

**PUBLICITY AND PUBLICATIONS SUB-COMMITTEE OF THE POLICY AND  
RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON 3 MARCH 1998 AT 1455 HOURS IN THE MAIN  
MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Irene Reeves and Jim O'Neill.

**ATTENDING:** Fiona Lees, Depute Chief Executive; Barbara Haughan, Director of Support Services; Douglas Campbell, Head of Public Relations and Marketing; Malcolm Roulston, Head of Information Technology; Tom Harris, Public Relations Manager; Maureen Walker, Information and Advice Officer; James Lally, Senior Administrative Officer and Jennifer Morrison, Administrative Officer.

**APOLOGIES:** Councillors Kim Nicoll and James Boyd.

**CHAIR:** Councillor Eric Jackson, Chair.

**EAST AYRSHIRE INFORMATION SYSTEM**

1. There was submitted a report dated 18 February 1998 (circulated) by the Director of Support Services advising of progress on the development of the East Ayrshire Information System utilising web technology, including the arrangements for developing, promoting and maintaining information on the Council's web site and internet.

It was agreed:-

- (i) that the Director of Support Services provide a report to a future meeting on the further development of the East Ayrshire Information System following completion of the various pilot projects outlined in the report; and
- (ii) otherwise to note the contents of the report pending the demonstration to be given on the East Ayrshire Information System at the conclusion of the meeting.

**COUNCIL MILESTONES**

2. There was submitted a report dated 24 February 1998 (circulated) by the Director of Support Services advising of the approach currently being undertaken to identify Council news stories for future release.

It was agreed:-

- (i) to approve the approach to the Council Milestones identified in the report;
- (ii) to note that Departments would continue to identify appropriate milestones in the future; and
- (iii) otherwise to note the contents of the report.

### **COUNCIL PUBLICATIONS**

3. There was submitted a report dated 24 February 1998 (circulated) by the Director of Support Services providing an update on production and distribution issues for "Headlines" and "Eastwords".

It was agreed:-

- (i) to note that arrangements had been made to assess the distribution of both "Eastwords" and "Headlines"; and
- (ii) otherwise to note the contents of the report.

### **PROGRESS TOWARDS BEST VALUE**

4. There was submitted a report dated 24 February 1998 (circulated) by the Director of Support Services advising of the progress made to date within the Public Relations and Marketing Section towards achieving Best Value and future plans.

It was agreed:-

- (i) to note the progress made to date and future plans for implementing Best Value within the Public Relations and Marketing Section; and
- (iii) otherwise to note the contents of the report.

### **EAST AYRSHIRE INFORMATION SYSTEM**

5. Members were invited by the Chair to attend a presentation and demonstration of the East Ayrshire Information System to be given by Malcolm Roulston, Head of Information Technology Services and Maureen Walker, Information and Advice Officer following the meeting.

The meeting terminated at 1530 hours.