

**APPENDIX V**

**EAST AYRSHIRE COUNCIL**

**BEST VALUE SUB-COMMITTEE OF THE POLICY AND RESOURCES  
COMMITTEE**

**MINUTES OF MEETING HELD ON TUESDAY 7 APRIL 1998 AT 1450 HOURS IN  
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors David Sneller, Ronald Brailsford, Jim O'Neill, Daniel Coffey, James Kelly, James Boyd, John Smith and Eric Jackson.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Douglas Bulloch, Director of Social Work; Alex McPhee, Senior Depute Director of Finance; Helen Dick, Depute Director of Finance (Internal Audit); Graham Short, Depute Director of Education; Alan McKnight, Depute Director of Housing; Graham Haugh, Depute Director of Personnel Services; John Griffiths, Head of Leisure Services; Ken McKinlay, Principal, Quality Development, Education; Margaret McManus, Principal Officer, Social Work; Donald McVicar, Departmental Strategy Officer, Support Services; Carol Foote, Service Development Manager, Commercial Operations; and James Lally, Senior Administrative Officer.

**APOLOGIES:** Councillors Drew McIntyre and Tommy Farrell.

**CHAIR:** Councillor David Sneller, Chair.

**SERVICE MONITORING AND REVIEW**

1. There was submitted a report dated 1 April 1998 (circulated) by the Best Value Officer Implementation Group proposing a plan for service review and monitoring for all the Council's Services which built upon the Council's existing management arrangements through its corporate planning process.

The Sub-Committee considered the draft Non-Statutory Performance Indicators as detailed in Appendices 1 to 9 of the report on an individual Departmental basis and agreed a number of amendments to the proposed Draft Non-Statutory Performance Indicators.

Having noted that the proposed Draft Non-Statutory Performance Indicators would be expanded to reflect service standards agreed following consultation with user groups, it was agreed:-

- (i) to approve the arrangements for service monitoring and review as detailed in the report;
- (ii) to approve the proposals made for the format and reporting of Performance Plans;
- (iii) to approve the Draft Non-Statutory Performance Indicators to be implemented by Departments for the financial year 1999/2000 subject to the amendments proposed during discussion of the report;
- (iv) that in respect of the Education Department's proposed Performance Indicators as detailed in Appendix I of the report, a further report, including

reference to “output” Performance Indicators relevant to the School Education Service should be submitted to the Sub-Committee for consideration;

- (v) that the proposed Non-Statutory Performance Indicators should be considered by the Council’s Local Committees, as representatives of user groups, to seek their views on the validity and helpfulness of the Performance Indicators proposed by Departments;
- (vi) in the meantime to approve the trial introduction of Indicators during 1998/99;
- (vii) that the Best Value Officer Implementation Group submit a report on progress to the Best Value Sub-Committee after a six month period;
- (viii) to approve the proposed development of Indicators for future years; and
- (ix) otherwise to note the contents of the report.

Councillor Kelly joined the meeting during discussion of the above item and left the meeting following consideration of the proposed Performance Indicators for the Housing Department.

### **ACTIVITY BASED COSTING**

2. There was submitted a report dated 25 March 1998 (circulated) by the Director of Finance providing information on Activity Based Costing and on action proposed for its introduction across all Departments of the Council.

It was agreed:-

- (i) to request all Directors to consider the application of Activity Based Costing within their individual Department and to identify the information they require, the Activity Based Costing system to provide in order to service the needs of their Department and Committees;
- (ii) to request that the Best Value Officer Implementation Group present a report to a future meeting of the Sub-Committee showing how Activity Based Costing would be introduced across all Departments of the Council and the anticipated benefits of doing so; and
- (iii) otherwise to note the contents of the report.

The meeting terminated at 1605 hours.