

**APPENDIX II**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON THURSDAY 18 MARCH 1999 AT 1145 HOURS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors David Sneller, Drew McIntyre, Daniel Coffey, James Boyd, John Smith and Eric Jackson.

**ATTENDING:** David Montgomery, Chief Executive; Alex McPhee, Director of Finance; John Hillis, Director of Housing; Douglas Bulloch, Director of Social Work; Graham Short, Depute Director of Education; Graham Haugh, Depute Director of Personnel Services; John Griffiths, Head of Leisure Services; Helen Dick, Head of Performance; Alan Neish, Head of Planning and Building Control; Anna Gallagher, Solicitor/Team Leader; Frank Green, Principal Officer, Education; and Robert Beaton, Administrative Officer.

**APOLOGIES:** Councillors Kim Nicoll and Tommy Farrell.

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

**BEST VALUE - PROGRESS AGAINST TIMETABLE**

1. There was submitted a report dated 5 March 1999 (circulated) by the Chief Executive which provided a timetable for Best Value, against which progress in the range of issues and action could be monitored and assessed.

It was agreed:-

- (i) to note the timetable as detailed within the report;
- (ii) to receive an update report on progress against the Best Value timetable at future meetings of this Sub-Committee; and
- (iii) otherwise, to note the terms of the report.

**PROGRAMME FOR SERVICE REVIEW AND BUSINESS EXCELLENCE**

2. There was submitted a report dated 22 February 1999 (circulated) by the Chief Executive which provided an update on the development of a Service Review Programme and the Best Excellence Process.

It was agreed:-

- (i) to note the progress on the identification of Service Units and programming of Business Excellence Assessments and Service Review;
- (ii) to note further, that a report detailing the Service Units and identifying a programme of review over a period of seven years would be submitted to the next meeting of the Sub-Committee; and
- (iii) otherwise, to note the contents of the report.

### **PROGRESS ON CURRENT SERVICE REVIEWS**

3. There was submitted a report dated 4 February 1999 (circulated) by the Chief Executive which provided an update on the progress made in the 3 Service Reviews currently underway, in particular in the light of a recent visit to the Council by Scottish Office Officials as part of their appraisal of the Service Review Process across Councils.

It was agreed:-

- (i) to note the progress to date in the Service Reviews which were currently underway within the Council and the issues discussed in this regard during the recent appraisal by The Scottish Office;
- (ii) to remit the further assessment and recommendations on action as necessary on each of the services being reviewed to the proposed Member/Officer Group on Service Review;
- (iii) to note that any recommendations or proposals in this regard would be brought to future meetings of this Sub-Committee for consideration; and
- (iv) otherwise, to note the terms of this report.

### **ESTABLISHMENT OF SERVICE REVIEW MEMBER/OFFICER GROUP**

4. There was submitted a report dated 25 February 1999 (circulated) by the Chief Executive which sought (a) agreement to the establishment of a Member/Officer Group to carry out appraisal of Service Reviews; (b) outlined the proposed Terms of Reference of the Group; and (c) sought nominations for Member representation.

It was agreed:-

- (i) to establish a Service Review Member/Officer Group;
- (ii) to approve the Terms of Reference for the Service Review Member/Officer Group as detailed within the report;
- (iii) to approve the proposed composition of the Group as comprising the Chair of the Policy and Resources Committee or his/her nominee as Chair; and two other Elected Members per Service Review. Member representation for any particular service and review should not involve the Chair or Vice-Chair of the Department being reviewed;
- (iv) that Officer representation on the Member/Officer Group comprise the Chief Executive, normally represented by the Depute Chief Executive, Solicitor to the Council and the Director of Finance or their Senior nominated Officer, together with representation from the Department in which the service under review was located;
- (v) to seek nominations for Elected Member representation on the Service Review Member/Officer Group (two Members from the Administration and one Member from the Opposition) and remit the matter to the next meeting of the Council; and
- (vi) otherwise, to note the terms of the report.

**REPORT ON SCOTTISH OFFICE KEY PERFORMANCE INDICATORS AND  
PUBLIC PERFORMANCE REPORTING FRAMEWORK**

5. There was submitted a report dated 5 March 1999 (circulated) by the Chief Executive which submitted proposals for responses to the Scottish Office on Key Performance Indicators and which commented on possible longer term development of indicators and which gave an update on the development of Public Performance Reporting Frameworks.

It was agreed:-

- (i) to approve the submission to the Scottish Office of the comments shown in Appendix I to the report as the Council's response on possible longer term Key Performance Indicators;
- (ii) to approve the submission to the Scottish Office of the performance information shown in Appendix II as detailed within the report; and
- (iii) otherwise, to note the contents of the report.

**LOCAL PERFORMANCE INDICATORS (NON-STATUTORY)**

6. There was submitted a report dated 4 March 1999 (circulated) by the Chief Executive which informed of the outcome of the consultation process undertaken with Local Committees regarding the proposed Local Performance Indicators (Non-Statutory).

It was agreed:-

- (i) to welcome the responses received;
- (ii) to note that the performance indicator for "the time taken for aids and adaptations to be completed" shown as Housing Indicator No 2, should be shown as Social Work Indicator No 5;
- (iii) to note that no changes to the current trial Local Performance Indicators were required in relation to the consultation process; and
- (iv) to note that Local Committees would be informed of the outcome of the consultation process.

The meeting terminated at 1208 hours.