

**APPENDIX III****EAST AYRSHIRE COUNCIL****BEST VALUE SUB-COMMITTEE OF THE POLICY AND RESOURCES  
COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 29 SEPTEMBER 1999 AT 1300  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, Daniel Coffey, Harry Wilson, Jane Darnbrough, Robert McDill, Eric Jackson, Jimmy Kelly and Provost Jimmy Boyd.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Barbara Haughan, Director of Corporate Services; Graham Short, Depute Director of Education; Helen Dick, Head of Performance; John Griffiths, Head of Leisure Services; Jackie Martin, Principal Officer (Support), Community Services; Alan Neish, Head of Planning and Building Control; Iain MacMillan, Head of Exchequer Services; Alice Brander, Support and Development Manager, Finance Department; Kay Gilmour, Principal Officer, Social Work; Joe Cassidy, Principal Officer, Homes and Technical Services; Anna Gallagher, Solicitor/Team Leader; and Robert Beaton, Administrative Officer.

**APOLOGIES:** Councillors Katie Hall, Douglas Reid and Tommy Farrell.

**CHAIR:** Councillor Drew McIntyre, Chair.

**FUTURE TIMETABLE**

1. There was submitted and noted a report dated 8 September 1999 (circulated) by the Chief Executive which advised of the updated timetable for submission of reports to future meetings of this Sub-Committee.

**SERVICE DESCRIPTIONS FOR COUNCIL SERVICES**

2. There was submitted a report dated 8 September 1999 (circulated) by the Chief Executive which advised of the completion by Departments of Service Descriptions for individual Service Units covering all Council services.

It was agreed:-

- (i) to note that Service Descriptions for all Council services had now been finalised and were available for review by Members;
- (ii) to note that the further use and methods of publicising Service Descriptions to promote services would be considered as part of the development of Public Performance Reporting; and
- (iii) otherwise, to note the contents of the report.

**EUROPEAN FOUNDATION FOR QUALITY MANAGEMENT EXCELLENCE  
PROGRAMME**

3. There was submitted a report dated 9 September 1999 (circulated) by the Chief Executive which provided an update on the current programme being undertaken

within the Council on the European Foundation for Quality Management (EFQM) Excellence Model.

It was agreed:-

- (i) to note the progress on EFQM Excellence Programme;
- (ii) to note that further reports on progress of EFQM Excellence would be presented to future meetings of this Sub-Committee as appropriate; and
- (iii) otherwise, to note the contents of the report.

#### **SCOTTISH EXECUTIVE KEY PERFORMANCE INDICATORS**

4. There was submitted a report dated 21 September 1999 (circulated) by the Chief Executive which sought agreement for the submission of Key Performance Indicator information to The Scottish Executive.

It was agreed:-

- (i) to submit to The Scottish Executive, the performance information as detailed within the report;
- (ii) to authorise the Chief Executive to ensure that any adjustments to the 1998/99 information notified by the Council's External Auditors was incorporated in the response prior to the submission to The Scottish Executive by 30 September 1999;
- (iii) to note that any changes to this performance information required as a result of the feedback from The Scottish Executive would be agreed by the Chief Executive in consultation with the Chair and forwarded to The Scottish Executive; and
- (iv) otherwise, to note the contents of the report.

#### **LOCAL PERFORMANCE INDICATORS**

5. There was submitted a report dated 21 September 1999 (circulated) by the Chief Executive which provided an update on the implementation of Local Performance Indicators.

It was agreed:-

- (i) to note the current status of Local Performance Indicators within Departments as detailed within the report;
- (ii) to approve any proposed amendments to Indicators as detailed within the report;
- (iii) that an update report be submitted as part of the Council's Public Performance Reporting arrangements to this Sub-Committee on an annual basis; and
- (iv) otherwise, to note the contents of this report.

The meeting terminated at 1208 hours.