

## EAST KENT SERVICES COMMITTEE

Minutes of a meeting held on Wednesday, 5th December, 2018  
at 10.45 am in Tower House

**Present:** Councillor Morris (Chairman)

Councillor Savage  
Councillor S Cook  
Councillor Todd  
Councillor B Bayford

**Officers:** Steven Boyle - Head of Legal Services  
Nadeem Aziz - Chief Executive  
Colin Carmichael - Chief Executive  
Josie Newman - Democratic Services Manager  
Madeline Homer - Chief Executive

### 19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 20 SUBSTITUTE MEMBERS

There were no substitute members.

### 21 MINUTES

The minutes were agreed by general assent.

### 22 DECLARATIONS OF ANY INTERESTS

There were no declarations of interests by Committee members or officers.

### 23 PROVISION OF ICT AND HR SERVICES TO THE MARLOWE THEATRE TRUST

The Chairman introduced the item and drew attention to the supplement circulated prior to the meeting.

The Chief Executive of Canterbury City Council gave the background to the report which sought authority from the committee to enter into an agreement with the Marlowe Theatre Trust for the provision of ICT and HR services from East Kent Services.

The draft Side Letter between the Marlowe Trust and Canterbury City Council for the provision of back office services was provided in the agenda supplement and was summarised by the Chief Executive.

The side letter would enable the Trust to, in the event that East Kent Services and/or East Kent Human Resources cease to provide the relevant Service, withhold payment to the Council or terminate this contract and procure the service elsewhere. The side letter also set out the data protection and information

governance arrangements and the responsibilities placed upon both parties. Because of the nature of the shared service relationship, the three districts (Canterbury, Dover and Thanet) are referred to within the Side Letter.

There were minor details of the side letter still to be resolved and it was proposed that the delegated authority to finalise this agreement be given to the Chief Executive of Canterbury City Council in consultation with the chief executives of Thanet and Dover District Councils.

The Chairman invited the Committee members to discuss the matter and ask questions before moving to vote of the proposals duly put and seconded.

RESOLVED:

1. That Canterbury City Council enter into a legally binding side letter in order for the Marlowe Trust to receive HR and ICT services, such services to be delivered by East Kent Services and East Kent Human Resources respectively and that
2. Delegated authority to finalise the wording of this side letter be given to the Chief Executive of Canterbury City Council in consultation with the chief executives of Thanet District Council and Dover District Council.

**Reason for the decision:** it provides a cost effective solution for the district partners and business continuity for the Marlowe Trust and East Kent Services

24 ANY OTHER URGENT BUSINESS TO BE DEALT WITH IN PUBLIC

There was no urgent business to be considered.

25 ANY OTHER BUSINESS WHICH FALLS UNDER THE EXEMPT PROVISIONS OF THE LOCAL GOVERNMENT ACT 1972 OR THE FREEDOM OF INFORMATION ACT 2000 OR BOTH

There was no urgent business to be considered.

There being no other business the meeting closed at 11.01 am.