

**CANTERBURY CITY COUNCIL
DOVER DISTRICT COUNCIL
THANET DISTRICT COUNCIL**

Agenda

East Kent Services Committee

**Wednesday
5 December 2018
at 10.45 am**

**The Guildhall
St Peter's Place
Canterbury
CT1 2DB**

Membership of the East Kent Services Committee

Councillors

Councillor Savage
Councillor S Cook
Councillor Todd (Vice-Chairman)
Councillor M Conolly
Councillor K Morris (Chairman)
Councillor B Bayford

Quorum: 6 councillors

NOTES

NOTES

1. Members of the public may speak at meetings of the Committee so long as they contact Democratic Services by 12.30pm the working day before the meeting.
2. The venue for the meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired.
3. Everyone is welcome to record meetings of the Council and its committees using whatever non-disruptive methods you think are suitable. If you are intending to do this please mention it to the Democratic Services Officer and do not use flash photograph unless you have previously asked whether you may do so. If you have any questions about this please contact Democratic Services (members of the press please contact the Press Office).

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If a meeting passes a motion to exclude the press and public then, in conjunction with this, all rights to record the meeting are removed.

4. The information contained within this agenda is available in other formats, including Braille, large print, audio cassettes and other languages.

Contact Officer: Josie Newman, 01227 862009, democracy@canterbury.gov.uk

AGENDA

1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2 **SUBSTITUTE MEMBERS**

The Chairman to report any notifications received prior to this meeting regarding the attendance of substitutes for the named Members of this committee.

3 **MINUTES** (Pages 4 - 5)

To confirm as a true record.

4 **DECLARATIONS OF ANY INTERESTS**

To receive any declarations of interest.

5 **PROVISION OF ICT AND HR SERVICES TO THE MARLOWE THEATRE TRUST** (Pages 6 - 8)

TO CONSIDER the report of the Chief Executive, CCC
[Appendix to follow]

6 **ANY OTHER URGENT BUSINESS TO BE DEALT WITH IN PUBLIC**

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

It may be necessary to exclude the press or public for this item.

CANTERBURY CITY COUNCIL

EAST KENT SERVICES COMMITTEE

**Minutes of a meeting held on Wednesday, 8th August, 2018
at 8.30 am in The Guildhall - The Guildhall**

Present:

Councillor Savage
Councillor Todd
Councillor M Conolly

Officers: Steven Boyle - Head of Legal Services
Nadeem Aziz - Chief Executive
Colin Carmichael - Chief Executive
Madeline Homer - Chief Executive
Tricia Marshall - Deputy Chief Executive
Andrew Stevens - Business Transformation Manager
Tim Willis - Deputy Chief Executive (S151 Officer)
Julia Crawford - East Kent HR Manager - Advisory Services

11 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bayford, Cook and Morris.

12 SUBSTITUTE MEMBERS

There were no substitutes for the meeting.

13 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

RESOLVED –

(a) That Councillor Morris be elected Chairman of the Committee for the Council Year 2018/19.

(b) That Councillor Todd be appointed as the Vice-Chairman of the Committee for the remainder of the council year 2018/19.

(Councillor Todd then took the Chair for the remaining business for the meeting).

14 DECLARATIONS OF ANY INTERESTS

No declarations of interests were received from councillors or officers.

15 MINUTES OF THE PREVIOUS MEETING

The minutes were confirmed as a true record.

16 EAST KENT SERVICES ANNUAL REPORT 2017/18

The Head of Shared Services summarised the annual performance report for East Kent Services (EKS), who provide a shared service to the three councils that included HR, ICT and customer services. A presentation of the key findings was provided which covered key performance indicators, an update on key projects, customer satisfaction, HR and ICT highlights and finance.

Several improvements have been made to the structure and operating systems resulting from the completion of restructures and outsourcing of services to Civica, with further reviews for improvements either underway or due within the next council year. Due to the changes made and key projects undertaken, EKS won the prestigious MJ award for the Behaviour Change category.

During the financial year 2017/18, EKS underspent by £179.8k and used those funds to replenish the EKS reserves for future commitments. HR were carrying forward £73k of unspent funds into the 2018/19 financial year to cover planned expenditure.

For the forthcoming council year HR, ICT and Client Services would work closely together to ensure high standards for the services provided. Although a portion of EKS had been outsourced to Civica, they would be under the same level of scrutiny as EKS and closely monitored to ensure standards of service are met.

In response to questions from a committee member regarding member involvement the Head of Shared Services confirmed that there are currently quarterly meetings of the board and a monthly report on services which is reported to the monitoring officer of each council. However, visibility can be improved as required with working groups to explain the Civica business model. With regards to the setting of targets, a meeting with all three councils would be required to discuss the proposed targets in greater detail.

Since the Civica outsourcing project was completed for EKS, Civica have been in the process of completing work for other local government offices throughout the country.

RESOLVED - That the report should be NOTED.

17 ANY OTHER URGENT BUSINESS TO BE DEALT WITH IN PUBLIC

There was no other urgent business.

18 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 other business.

There being no other business the meeting closed at 9.12 am.

EAST KENT SERVICES COMMITTEE

5 December 2018

- Subject:** **Provision of ICT and HR services to the Marlowe Theatre Trust**
- Director/Head of Service:** Chief Executive, Canterbury City Council
- Decision Issues:** These matters are within the authority of the committee
- Classification:** This report includes an annex containing information exempt from publication and may be discussed without the press and public present.
Reason: Local Government Act 1972, schedule 12A, part 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).
- Summary:** *The report seeks 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.*
- To Resolve** **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**
- Next stage in process:** To enter into the legally binding side letter with the Marlowe Trust for the delivery of back office services (HR and ICT).

SUPPORTING INFORMATION

1. Introduction

In 2017, Canterbury City Council agreed in principle to establish an independent Trust to manage the Marlowe Theatre. Since then detailed preparations have been undertaken to put in place appropriate governance arrangements to support the transfer. This work has now reached a satisfactory conclusion meaning that the transfer to Trust status is imminent.

The purpose of this report is to recommend that the East Kent ICT and HR services continue to support the Marlowe Trust for a two year period commencing on 1st December 2018.

2. **Detail**

The governance structure for the delivery of the East Kent Services arrangements was agreed by the East Kent Services Committee (EKSC) on 11 February 2015.

The effect of these changes was to delegate the HR and ICT functions to the East Kent Services Committee and for the districts to surrender their sovereignty of those functions.

The report described the nature of the functions to be delivered to the three authorities. Delegation for the management of the function is currently assigned to the Head of Shared Services, confirmed in a report to the EKSC on 11 April 2018.

By continuing to support the Marlowe Trust, the costs associated with the management of the ICT and HR functions will remain at existing levels for the duration of the two year period of the side letter. Under the proposals, the management fee payable by Dover and Thanet will not change.

They also have the added benefit of providing the Marlowe Trust with a period of continuity, with certainty of costs, whilst it establishes itself as an Independent Trust.

Legal gateway

Section 93 of the Local Government Act 2003 provides power for authorities to charge for discretionary services, on a cost recovery basis, which the authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision.

Decision making

The Side Letter between the Marlowe Trust and Canterbury City Council for the provision of back office services is described in the letter appended to this report. It also describes 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, hence the need for committee approval.

On the basis of the Side Letter set out in Appendix 1, approval is sought to permit East Kent ICT and HR functions to deliver back office services to the Marlowe Trust.

3. **Relevant Council Policy/Strategies/Budgetary Documents**

None

4. **Consultation planned or undertaken**

None

5. **Options available with reasons for suitability**

Option 1 - To agree that East Kent Services provide HR and ICT support to the Marlowe Trust for a two year period. This is recommended for the reasons set out in the report.

Option 2 - To reject the proposal, which would mean that the Marlowe Trust would have to source ICT and HR support from a third party. This is not recommended.

6. **Reasons for supporting option recommended, with risk assessment**

Option 1 is recommended because it provides a cost effective solution for the district partners and business continuity for the Marlowe Trust and East Kent Services.

7. **Implications**

- (a) Financial Implications - none
- (b) Legal Implications - as described
- (c) Equalities - none

Contact Officer: David Ford
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Annex containing information exempt from publication

Appendix 1 - Letter and Agreement [TO FOLLOW]