

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

Agenda

East Kent Services Committee

**Friday
13 September 2019
at 9.00 am**

**The Marion Attwood Room
Military Road
Canterbury
CT1 1YW**

Membership of the East Kent Services Committee

Councillor A Ashbee
Councillor B Bayford
Councillor S Chandler
Councillor Morris
Councillor R Thomas
Councillor Todd

Quorum: 3, at least one councillor from each council

NOTES

1. Members of the public may 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).

Please note that the Chair of the meeting has the discretion to withdraw permission and halt any recording if in the Chair's opinion continuing to do so would prejudice proceedings at the meeting. Reasons may include disruption caused by the filming or recording or the nature of the business being conducted.

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Persons making recordings are requested not to put undue restrictions on the material produced so that it can be reused and edited by all local people and organisations on a non-commercial basis.

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 **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN [FIRST MEETING OF MUNICIPAL YEAR OR IF LEADERSHIP CHANGES]**

Under the operating arrangements the Chairman for the municipal year 2019/20 will be a representative of Canterbury City Council and the Vice-Chairman will be a representative of Thanet District Council.

4 **DECLARATION OF ANY INTERESTS**

To receive any declarations of interest.

5 **MINUTES OF THE PREVIOUS MEETING** (Pages 5 - 6)

To confirm as a true record.

6 **EXCLUSION OF THE PRESS AND PUBLIC**

TO RESOLVE - That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business on the grounds that there would be disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act or the Freedom of Information Act or both.

7 **APPOINTMENT OF NEW HEAD OF SHARED SERVICES AND HEAD OF COLLABORATIVE SERVICES** (Pages 7 - 9)

TO CONSIDER the report of the Dover District Council's Head of Governance.

(Report to follow)

(This report is exempt from publication as it relates to information concerning individuals and as such paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972 applies.)

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

9 **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, 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 OF THE PREVIOUS MEETING**

The minutes were agreed by general assent.

22 **DECLARATION 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

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item No 7

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