

# Document Pack



## Agenda

# East Kent (Joint Arrangements) Committee

**Wednesday  
15 October 2014  
at 9.30 am**

**Marion Attwood Room,  
Council Offices  
Military Road  
Canterbury**

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# Membership of the East Kent (Joint Arrangements) Committee

## Councillors

Mr Carter, Kent County Council  
Councillor Chandler, Dover District Council  
Councillor Gilbey, Canterbury City Council  
Councillor Johnston, Thanet District Council (Chairman)  
Councillor Law, Canterbury City Council  
Councillor Monk, Shepway District Council  
Councillor Nicholson, Thanet District Council  
Mr Simmonds, Kent County Council  
Councillor Tillson, Shepway District Council  
Councillor Watkins, Dover District Council (Vice Chairman)

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## NOTES

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.

***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.***

- 1 The venue for the meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired.
- 2 The information contained within this agenda is available in other formats, including Braille, large print, audio cassettes and other languages.
- 3 If you have any queries regarding items on this agenda, please contact Matthew Archer on 01227 862 175 or email [matthew.archer@canterbury.gov.uk](mailto:matthew.archer@canterbury.gov.uk) or write to the address below.

Canterbury City Council  
Military Road  
Canterbury  
CT1 1YW

## **A G E N D A**

Page (s)

**1 APOLOGIES FOR ABSENCE**

TO RECEIVE apologies for absence

**2 DECLARATIONS OF INTEREST**

TO RECEIVE declaration of interests

**3 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.

**4 MINUTES OF THE MEETING HELD ON 17 APRIL 2013**

6 - 8

**5 TO APPOINT BOTH AN INTERIM AND A NEW DIRECTOR OF EAST KENT SERVICES**

TO RESOLVE (REPORT 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 will be necessary to exclude the press and public for any business under this item.

## **TERMS OF REFERENCE of the EAST KENT (JOINT ARRANGEMENTS) COMMITTEE**

1. To exercise the executive and non-executive functions of the parties in order to commission, co-ordinate, provide, procure and/or manage any shared services as are agreed from time to time by two or more of the Parties
2. To provide strategic direction to the officers advising the EKJAC
3. To exercise any of the functions or services that are determined to be a shared service in accordance with these arrangements
4. To develop work programmes and projects in relation to the functions which the parties are minded to be delegated to the EKJAC by the Parties
5. To regularly report to each of the Parties on its activities
6. To respond to reports and recommendations made by the East Kent Joint Scrutiny Committee
7. To monitor the operation of the EKJAC and of any shared service
8. To propose a budget for a shared service to the Parties and to monitor and manage any such budget once approved by them
9. To review these arrangements from time to time and make recommendations to the Parties for improvement and change and to propose (as appropriate) the creation of special purpose vehicles for the achievement of the Objectives, including companies, formal partnerships or consortia, the expansion of these arrangements to include other local authorities, the conclusion of contracts with other persons and the provision of services, supplies and works to other persons

The decisions set out in these minutes will come into force, and may then be implemented at 12 noon on the fourth working day after the publication of the decision, unless the decision is subject to call-in.

Date of publication: 2 September 2013

**CANTERBURY CITY COUNCIL**

**EAST KENT (JOINT ARRANGEMENTS) COMMITTEE**

**Minutes of a meeting held on Wednesday, 17th April, 2013  
at 10.00 am in The Guildhall, Westgate, Canterbury**

**Present:** Councillor A King (Chairman) – Kent County Council

Councillor R Bliss - Shepway District Council

Councillor S Chandler - Dover District Council

Councillor J Gilbey - Canterbury City Council

Councillor C Hart – Thanet District Council

**Officers:**

Colin Carmichael	- Chief Executive, Canterbury CC
Mark Ellender	- Head of Legal and Democratic Services, Canterbury CC
Matthew Archer	- Assistant Head of Democratic Services, Canterbury CC
Nadeem Aziz	- Chief Executive, Dover DC
Donna Reed	- Director, EK Services
Alistair Stewart	- Shepway District Council

**1 APOLOGIES FOR ABSENCE**

Apologies received from Councillor Law (Canterbury), Councillor Watkins (Dover), Councillor Carter (Kent), Councillor Love (Shepway) and Councillor Poole (Thanet).

**2 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**3 SUBSTITUTE MEMBERS**

There were no substitute members present at the meeting.

**4 MINUTES OF THE MEETING HELD ON 20 JUNE 2012**

The minutes of the meeting held on 20 June 2012 were agreed as a correct record.

**5 PROVISION OF SERVICES BY EAST KENT SERVICES TO EAST KENT HOUSING LIMITED**

The Director of EK Services summarised the proposal for East Kent Services and East Kent HR to continue to provide services to East Kent Housing. It was explained

that since the formation of East Kent Housing Limited, EK Services have provided certain services relating to Contact Centre, ICT and HR functions. The initial contract was for a period of two years and the report sought to extend the arrangement for another two years. It also sought authorisation for the Director of EK Services to negotiate an appropriate contract price for each of the two years of the contract term.

It was explained that the reason for specifically requesting a two year extension was to give time for East Kent Housing to prepare for market testing. The arrangement included an option to re-negotiate the price for 2014/15 if necessary. It was pointed out that in two years time the introduction of Universal Credit would require further organisational changes in both services which could not currently be foreseen.

RESOLVED -

1. To authorise East Kent Services acting by Thanet District Council to provide ICT and Customer Contact Services to East Kent Housing Limited with effect from 1 April 2013 subject to the completion of any necessary agreement to the satisfaction of the three principal legal officers of the three East Kent Councils.
2. To authorise the Director of EK Services to perform such of her delegated functions in relation to East Kent Housing Limited as may be necessary from time to time.
3. To delegate to the Director of EK Services authority to negotiate what she considers to be an appropriate contract price for each of the two years of the contract term.

**6 PROVISION OF SERVICES BY THE EAST KENT HR PARTNERSHIP TO EAST KENT HOUSING LIMITED**

The matter was debated as part of the previous agenda item.

RESOLVED –

1. To authorise The East Kent HR Partnership acting by Dover District Council to provide Human Resource Services to East Kent Housing Limited with effect from 1 April 2013 subject to the completion of any necessary agreement to the satisfaction of the three principal legal officers of the three East Kent Councils.
2. To authorise the Head of The East Kent HR Partnership to perform such of her delegated functions in relation to East Kent Housing Limited as may be necessary from time to time.
3. To delegate to the Head of The East Kent HR Partnership in consultation with the Director of EK Services authority to negotiate what she considers to be an appropriate contract price for each of the two years of the contract term.

**7 PROPOSED PROVISION OF SERVICES TO EAST KENT COLLEGE BY EAST KENT HR PARTNERSHIP AND SIMILAR CONTRACTS IN THE FUTURE**

The Director of EK Services explained that the HR Partnership had the opportunity to start working with East Kent College to provide health and safety services. This provided an opportunity to create a small income stream under the Local Authorities

(Goods and Services) Act 1970. The report also asked for delegated authority to the Head of the East Kent HR Partnership in consultation with the Director of EK Services to enter into further partnership arrangements if the opportunity arose for similar contracts to be put in place.

RESOLVED –

1. To approve the provision of health and safety services to East Kent College on terms to the satisfaction of the Head of East Kent HR Partnership and in a contract form to the satisfaction of the solicitor to the Council (Dover).
2. To delegate authority to the Head of East Kent HR Partnership to extend the contract with East Kent College beyond the initial three month period if so agreed.
3. To delegate authority to the Head of East Kent HR Partnership to enter into contracts for the provision of services with public bodies as defined in legislation under the Local Authorities (Goods and Services) Act 1970 subject to prior consultation with the Director of EK Services and the aggregate value of all such contracts not exceeding 15% of the net budget of East Kent Human Resources at any one time.

There being no other business the meeting closed at 10.05 am