

## **EAST KENT SERVICES COMMITTEE**

**East Kent Services Committee      11 February 2015**

<b>Subject:</b>	<b>East Kent Services Committee</b> <b>Continuity of Service Deliver and Delegation of Functions</b>
<b>Director/Head of Service:</b>	Head of Legal Services (Canterbury) Director of Governance (Dover) Solicitor to the Council (Dover) Interim Legal Services Manager (Thanet)
<b>Decision Issues:</b>	These matters are within the authority of the East Kent Services Committee.
<b>Decision type:</b>	Not applicable
<b>Classification:</b>	This report is open to the public.
<b>Summary:</b>	<p><i>The participating Councils in East Kent Services and EK Human Resources, Canterbury City Council, Dover District Council and Thanet District Council, have agreed to wind up the previous governance arrangements for those services and to align the governance and management arrangements under new governance arrangements overseen by this committee.</i></p> <p><i>This report sets out the revised governance arrangements and request the onward delegation to each of Director of Collaborative Services and the Director of Shared Services the arrangements for the discharge and of functions and delegations exercisable by the Committee</i></p> <p>.</p>
<b>That the Committee resolves:</b>	<ol style="list-style-type: none"><li><b>1. To note the revised governance arrangements including the operating arrangements, terms of reference and rules of procedure of the committee all as set out in the report of the Head of Legal Services (Canterbury), The Director of Governance (Dover), the Solicitor to the Council (Dover) and the Interim Legal Services Manger (Thanet) included at Annex 1 to this report.</b></li><li><b>2. That with effect from 1030.am on 11 February 2015 the executive and non executive powers</b></li></ol>

and functions of the Councils in relation to human resources functions as set out in Schedule 5 of Appendix 1 to this report be discharged by the Director of Collaborative Services appointed by Dover District Council together with those functions described in paragraphs 1 to 38 of that Schedule associated with the discharge of those functions

- 3 That with effect from 1030.am on 11 February 2015 the executive and non executive powers and functions of the Councils in relation to Council Tax, Administration of the Housing Benefit Scheme, National Non-Domestic Rate, ICT and Customer Services functions as set out in Schedule 5 of Appendix 1 to this report be discharged by the Director of Shared Services appointed by Thanet District Council together with those functions described in paragraphs 1 to 38 of that Schedule associated with the discharge of those functions.

4. That the Director of Collaborative Services and the Director of Shared Services may personally discharge the duties functions or powers delegated to them or may nominate another officer or officers to exercise that duty, function or power, provided that the nominated officer(s) report to or is responsible to them.

**Next stage in process**

The shared services referred to in this report continue to be provided under the oversight of the East Kent Services Committee in accordance with the arrangements set out or referred to in this report.

## **1. SUPPORTING INFORMATION**

The existing and revised governance arrangements for the delivery of shared services on behalf of Canterbury City Council, Dover District Council and Thanet District Council are described in the report of the Head of Legal Services (Canterbury), The Director of Governance (Dover), the Solicitor to the Council (Dover) and the Interim Legal Services Manager (Thanet) included at Annex 1 to this report.

As identified in the report referred to above, the participating Council's already having resolved to wind up the previous governance arrangements (including that dissolution of the East Kent Joint Arrangements Committee), the East Kent Services Committee now need to onwardly delegate to each of the Director of Collaborative Services and the Director of Shared Services the arrangements for the discharge of functions and delegations exercisable by the committee.

Members will note the revised arrangements are proposed to be effective from 10.30am on 11 February 2015.. The reason for the precise date and time is that we

must ensure the continuity of the delegations between the previous arrangements and the new ones.

**2. Relevant Council Documents**

Attached as Annex 1.

**3. Consultation planned or undertaken**

Informal consultation with senior managers affected.

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

- (i) To delegate the discharge of the Committee's functions to the Director of Collaborative Services and the Director of Shared Services in accordance with the recommendation.
- (ii) For the Committee to exercise some of the functions proposed to be delegated and delegate the remainder as outlined at 5 (i) above.

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

Option (i) is recommended as this was the wish of the Council's and the whole structure of the arrangements is predicated on the assumption of the onward delegation to the directors.

**6. Implications**

- (a) Financial Implications

None.

- (b) Legal Implications

The arrangements and collaboration agreement are in accordance with legislation and are considered to be lawful, robust and workable.

**7. Conclusions**

These arrangements give effect to decisions taken by Canterbury, Dover and Thanet Councils between 2012 and now.

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