



## **Agenda**

# **East Kent (Joint Arrangements) Committee**

**Wednesday  
8 April 2009  
at 10.00 am**

**The Guildhall  
Westgate  
Canterbury**

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# Membership of the East Kent (Joint Arrangements) Committee

## Councillors

Councillor R Bliss, Shepway District Council (Vice Chairman)  
Councillor P Carter, Kent County Council  
Councillor S Ezekiel, Thanet District Council  
Councillor J Gilbey, Canterbury City Council (Chairman)  
Councillor A King, Kent County Council  
Councillor R Latchford, Thanet District Council  
Councillor J Law, Canterbury City Council  
Councillor D Monk, Shepway District Council  
Councillor F Scales, Dover District Council  
Councillor P Watkins, Dover District Council

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## NOTES

- 1 The East Kent Joint Arrangements Committee has not authorised the recording of their meetings by members of the public or the media by any mechanical or electronic device or similar means. Recordings will not be permitted at any such meetings to which the press and public are admitted unless expressly authorised by the Committee.
- 2 The venue for the meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired.
- 3 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**

Apologies received from Councillor Law (Canterbury).

TO RECEIVE any other 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**

1 - 5

To confirm as a true record the minutes of the meeting of the East Kent (Joint Arrangements) Committee held on 3 December 2008.

**4 MATTERS ARISING**

Matters arising from the last meeting of this Committee

**5 DECLARATIONS OF INTEREST**

TO RECEIVE declarations of interest

**6 SHARED HR/PAYROLL PROJECT**

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TO CONSIDER a report from the Director of Corporate Services, Canterbury City Council and Corporate Director, Organisational Performance, Shepway District Council

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

**8 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