



**DEMOCRATIC SUPPORT
SECTION ONLY**

Decision No: GE03
Publication Date: 21/11/08

**Access to Information Procedure Rules
Notice of Decision taken under the General Exception Procedure**

A: Decision Taken

To give notice of a key decision which has not been included within the Forward Plan, but which must be taken by such a date that it is impracticable to defer the decision until the start of the first month to which the next Forward Plan relates.

This key decision will be considered by Cabinet at its meeting to be held on 1 December 2008.

B: Part of the Constitution authorising the decision

Rule 15 (General Exception Procedure) of the Access to Information Procedure Rules (Part 4 – Rules of Procedure).

C: Subject

A feasibility study for the delivery of a joint Payroll and HR service for east Kent (covering the administrative areas of Dover, Canterbury, Shepway and Thanet), developed by the East Kent Joint HR and Payroll Project Team, is to be considered by the East Kent Joint Arrangements Committee on 3 December 2008. The Executives of the participating authorities will consider the matter on various dates in early December (on 1 December in Dover District Council's case).

The Project Team wishes to develop a number of business models for the delivery of the HR and Payroll services, and will recommend a preferred option to the East Kent Joint Arrangements Committee for approval at its meeting on 3 December 2008. Each of the participating councils is being asked to agree in principle to: a) an East Kent Shared Services project for the provision of Payroll and Human Resources; b) support the delegation of Payroll services to Kent County Council; c) support the delegation of Human Resources to Dover District Council; d) formally delegate the responsibility for discharging executive and non-executive functions in relation to the Human Resources and Payroll Shared Services project to the East Kent (Joint Arrangements) Committee.

D: Details of Consultation

The Chief Executives, Corporate Management Teams and HR and Payroll staff of the respective authorities, and the Project Team, have been consulted by means of a workshop held on 5 November 2008 and ongoing communication through project sub-groups.