

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Performance & Administration Committee
Date: 4 July 2019
Reporting Officer: Stuart Bobby, Director (Corporate Services)
Subject: Overview of Performance & Administration Portfolio

Purpose and summary of report:

To provide the Committee with an overview of the service areas included within the Performance & Administration Portfolio.

Recommendations:

1. That the contents of the report be noted.

1. Introduction

- 1.1 This report has been drafted to provide Members with an overview of the Terms of Reference and policy scope relating to the Performance & Administration Committee.

2. Terms of Reference

- 2.1 The terms of reference for Cabinet Committees, included in Annex 1.7 of the Council's Constitution, are:

“To make recommendations to the relevant portfolio holder as to determining any matters within his/her remit. The Committees may invite such other persons as appear appropriate to attend and take part in their deliberations, subject to the nondisclosure of confidential and exempt information (as defined in the Access to Information Rules set out in Annex 2.2 to this Constitution)”.

3. Committee Scope

3.1 The following service areas have been designated as within the scope of the Performance & Administration Committee:

3.1.1 Revenue & Benefits

3.1.2 Corporate Performance

3.1.3 Internal Audit & Counter Fraud

3.1.4 Corporate Change

3.1.5 Information Governance

3.2 The Performance & Administration Committee also has responsibility for the corporate governance agenda. Operationally this responsibility is discharged by the work of the services listed in paragraph 3.1 with the committee fulfilling its role through the consideration it provides to the ongoing performance monitoring of those services.

3.3 More broadly, the committee will also have a consultative role in the design and ongoing consideration of the council's Code of Corporate Governance. The Code acts as the cornerstone to the council's governance framework and is ultimately approved by Full Council and reflected in the council's Constitution.

3.4 An overview of each of these service areas is presented at Appendix 2 of this report and short presentations of each will be made to the Cabinet Committee. This will be an opportunity to inform Members of the individual areas in more detail and for Members to ask questions.

4. BACKGROUND PAPERS

4.1 There are no background papers pertaining to this report.

Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

IMPLICATIONS		APPENDIX 1
Legal	No implications. The report is for information only.	
Finance and Value for Money	Budget Book references.	
Risk Assessment	No implications. The report is for information only.	
Data Protection Impact Assessment	<i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i>	
	a.	Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data ? A definition of each type of data can be found on the Information Commissioner's Office website via the above links. No
	b.	If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? N/A
	c.	If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk . N/A
Equality Impact Assessment	a.	Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer. No
	b.	Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. No
	<i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i>	
Corporate Plan	Strategic Objective 4 – Sound & Self-Sufficient Council	
Crime and Disorder	No implications. The report is for information only.	
Digital and website implications	No implications. The report is for information only.	
Safeguarding children and vulnerable adults	No implications. The report is for information only.	