

Classification: Public
Key Decision: No

Gravesham Borough Council

Report to: Performance & Administration Committee
Date: 10 February 2021
Reporting officer: Sarah Parfitt, Director (Corporate Services)
Subject: Annual Review of the Revenues & Benefits Shared Management Arrangement

Purpose and summary of report:

To provide Members of the Performance & Administration Committee with a copy of the annual review that has been conducted in respect of the Revenues & Benefits Shared Management arrangement with Medway Council

Recommendations:

1. None - this paper is for information purposes only

1. Introduction

- 1.1 Since October 2019, the council has had in place a shared service arrangement with Medway Council for the provision of management services for the Revenues & Benefits Service. This involved the Head of Revenues and Benefits and the Revenues Manager employed by Medway Council taking managerial responsibility for the services provided by Gravesham Borough Council.
- 1.2 As per the council's Working in Partnership Framework (which was adopted by Council on 16 April 2019), a formal review of the shared management arrangement is to be undertaken on an annual basis.

2. Annual Review

- 2.1 The annual review of the Revenues & Benefits Shared Management arrangement was undertaken in January 2021 and reported to the Gravesham Borough Council Management Team accordingly.
- 2.2 A copy of the final review document is attached at appendix two for Member perusal.

3. Background Papers

- 3.1 Background papers pertaining to this report are held by the Director (Corporate Services). 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	<p>The shared service arrangement was established with due regard to the following legislation:</p> <ol style="list-style-type: none"> 1) Section 113 of the Local Government Act 1972, which allows a local authority to place any of its officers, who consent to the arrangement, at the disposal of another local authority on such terms as may be agreed between the parties, and 2) Section 101(1) of the Local Government Act 1972 and the Local Authority (Arrangement for the Discharge of Functions) (England) Regulations 2012, which enables a local authority to delegate certain functions to another local authority. 				
Finance and Value for Money	<p>The payment to Medway Council for the provision of the Revenues & Benefits Management Services was/is :-</p> <ul style="list-style-type: none"> • For period 01/10/2019 to 31/03/2020 £35,480 • For period 01/04/2020 to 31/03/2021 £74,870 				
Risk Assessment	<p>The risks associated with this arrangement are considered to be 'low' at this time. The annual review and on-going monitoring that takes place has shown that the service is meeting its objectives</p>				
Data Protection Impact Assessment	<p><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></p> <table border="1" data-bbox="405 1149 1528 1603"> <tr> <td data-bbox="405 1149 1528 1305"> <p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data?</p> <p>N/A</p> </td> </tr> <tr> <td data-bbox="405 1305 1528 1462"> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?</p> <p>N/A</p> </td> </tr> <tr> <td data-bbox="405 1462 1528 1603"> <p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk.</p> <p>N/A</p> </td> </tr> </table>	<p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data?</p> <p>N/A</p>	<p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?</p> <p>N/A</p>	<p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk.</p> <p>N/A</p>	
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Equality Impact Assessment	<table border="1" data-bbox="405 1603 1528 2069"> <tr> <td data-bbox="405 1603 1528 1794"> <p>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.</p> <p>No</p> </td> </tr> <tr> <td data-bbox="405 1794 1528 1939"> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p>No</p> </td> </tr> <tr> <td colspan="2" data-bbox="405 1939 1528 2069"> <p><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></p> </td> </tr> </table>	<p>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.</p> <p>No</p>	<p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p>No</p>	<p><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></p>	
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Corporate Plan	<p>The delivery of a shared service contributes to objective number three:</p> <p><i>Progress - an entrepreneurial authority; commercial in outlook and committed to continuous service improvement, underpinned by a skilled workforce and strong governance environment</i></p>	
Climate Change	There are no specific climate change implications resulting from this report	
Crime and Disorder	There are no specific crime and disorder implications resulting from this report	
Digital and website implications	There are no digital or website implications resulting from this report.	
Safeguarding children and vulnerable adults	There are no safeguarding children and vulnerable adults' implications resulting from this report.	