

**Classification:** Public

**Key Decision:** No

### Gravesham Borough Council

**Report to:** Cabinet

**Date:** 7 November 2022

**Reporting officer:** Lisa Nyon - Assistant Director (Corporate Services)

**Subject:** Annual Review of the Payroll Shared Service

#### **Purpose and summary of report:**

To provide Members of the Cabinet with a copy of the annual review that has been conducted in respect of the Payroll Shared Service with Medway Council

#### **Recommendations:**

1. None - this paper is for information purposes only

<b>Key Implications:</b>	
<b>Item</b>	<b>Implications</b>
<b>Legal</b>	The shared service arrangement was established with due regard to the following legislation:  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  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.
<b>Finance and Value for Money</b>	In respect of the 2021-22 financial year, the payment to Medway Council for the provision of Payroll Services was £40,000.
<b>Corporate Plan</b>	The delivery of a shared service contributes to objective number three:  <i>Progress - an entrepreneurial authority; commercial in outlook and committed to continuous service improvement, underpinned by a skilled workforce and strong governance environment</i>
<b>Climate Change</b>	No direct implications.

## 1. Introduction

- 1.1 Since April 2017, the council has had in place a service arrangement with Medway Council for the provision of Payroll services. This involved the transfer of one Gravesham Borough Council (GBC) staff member who was employed within the Payroll Service at GBC to Medway Council.
- 1.2 As per the council's Working in Partnership Framework (which was adopted by Council on 22 June 2021), the annual review of the payroll arrangement was undertaken in September/October 2022 and reported to the Gravesham Borough Council Management Team accordingly.

## 2. Annual Review

- 2.1 The revised *Working in Partnership Framework* introduced a new review document for Shared Services that have been operational for three years or more, to ensure that focus is on current working practices and procedures rather than looking back at objectives that were set during the arrangement's inception.
- 2.2 As such, the review of the Payroll Shared Service uses this review template; a copy of the final review document is attached at appendix one for Member information.

## 3. Background Papers

- 3.1 None.

**Lead Officer:** Lisa Nyon - Assistant Director (Corporate Services)

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Secondary Implications	
<b>Risk Assessment</b>	The risks associated with this arrangement are considered to be 'low' at this time. An annual review and ongoing monitoring ensures that steps can be taken to mitigate any known risks.
<b>Data Protection Impact Assessment</b>	<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 <a href="#">personal data</a> or <a href="#">special category data</a> or <a href="#">criminal offence data</a> ?  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?  Click here to start typing

	<p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at <a href="mailto:gdpr@medway.gov.uk">gdpr@medway.gov.uk</a>.</p> <p>Click here to start typing</p>
<b>Equality Impact Assessment</b>	<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>
<b>Crime and Disorder</b>	No direct implications
<b>Digital and website implications</b>	No direct implications
<b>Safeguarding children and vulnerable adults</b>	No direct implications