

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Draft report to Performance & Administration Committee

Date: 21 November 2022

Reporting officer: Sarah Parfitt, Director (Corporate Services)

Subject: Annual Review of Information Governance Shared Service

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 Information Governance Shared Service with Medway Council.

Recommendations:

1. None - this paper is for information purposes only

Key Implications:	
Item	Implications
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, and2) 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 budgeted cost of the service is currently incorporated into a single charge for both Legal and Information Governance services; for 2021/22 the budget costs to Gravesham of the Legal and Information Governance Shared Service was £450,510, with actual costs being £429,850.</p> <p>The annual review document sets out the intention to set in place arrangements to improve the ability to assess value for money of the service going forwards.</p>

Key Implications:	
Item	Implications
Corporate Plan	The delivery of a shared service contributes to objective number three: Progress - an entrepreneurial authority; commercial in outlook and committed to continuous service improvement, underpinned by a skilled workforce and strong governance environment
Climate Change	There are no specific climate change implications resulting from this report.

1. Introduction

- 1.1 Since April 2018, the council has had in place a shared service with Medway Council for the delivery of the Information Governance services function. This involved the transfer of all Gravesham Borough Council (GBC) staff who were employed within Information Governance team 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 Information Governance 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 arrangements inception.
- 2.2 The review of the Information Governance Shared Service is attached at appendix two for Member perusal.

3. Appendices

- 3.1 The following documents are to be published with the report:
 - Appendix two - Annual Review of the Information Governance Shared Service

4. Background Documents

- 4.1 There are no background documents.

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Secondary Implications	
Risk Assessment	The risks associated with this arrangement are considered to be 'low' at this time. The annual review and the annual performance reports has shown that the service is meeting and in some cases, exceeding its objectives.
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> <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? A definition of each type of data can be found on the Information Commissioner's Office website via the above links. N/A</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? 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. N/A</p>
Equality Impact Assessment	<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. 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. 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>
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