

**Classification:** Public

**Key Decision:** No

### Gravesham Borough Council

**Report to:** Performance & Administration Committee

**Date:** 21 March 2024

**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

<b>Key Implications:</b>	
<b>Item</b>	<b>Implications</b>
<b>Legal</b>	<p>The shared service arrangement was established with due regard to the following legislation:</p> <ol style="list-style-type: none"><li>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</li><li>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.</li></ol>
<b>Finance and Value for Money</b>	<p>The projected cost of the service for 2023/24 is anticipated to be £77,690. A single budget is currently held for the Legal and Information Governance shared services. Due to severe recruitment difficulties and a need to place reliance on temporary staff to maintain the necessary level of service, the anticipated cost of the service will exceed the budgetary provision in 2023/24. Actions to respond to recruitment and retention challenges are set out in the review document. The review document also sets out proposals to improve financial transparency between the two areas of service and therefore enable the ability to assess value for money of each service going forwards.</p>

<b>Key Implications:</b>	
<b>Item</b>	<b>Implications</b>
<b>Corporate Plan</b>	<p><b>One Council:</b> a well-run and innovative authority, defined by its skilled and valued workforce, committed to developing its local social impact.</p> <p><b>Corporate compliance:</b> a responsible organisation, ensuring all constitutional, policy and legislative demands are met, and proactive risk management practices adopted.</p>
<b>Climate Change</b>	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.

## 2. Annual Review

- 2.1 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 February 2024 and reported to the Gravesham Borough Council Management Team accordingly.
- 2.2 A copy of the final review document is attached at appendix one for Member perusal.

## 3. Appendices

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

## 4. Background Documents

- 4.1 There are no background documents.

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<b>Secondary Implications</b>	
<b>Risk Assessment</b>	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.
<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.  N/A
	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 <a href="mailto:gdpr@medway.gov.uk">gdpr@medway.gov.uk</a> .  N/A
<b>Equality Impact Assessment</b>	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>
<b>Crime and Disorder</b>	There are no specific crime and disorder implications resulting from this report.
<b>Digital and website implications</b>	There are no digital or website implications resulting from this report.
<b>Safeguarding children and vulnerable adults</b>	There are no safeguarding children and vulnerable adults implications resulting from this report