

No.

SHARED REGULATORY SERVICES JOINT COMMITTEE

Minutes of the Remote Meeting held on 8th December, 2020.

The Committee agenda is available [here](#)

Present:

Representing Bridgend County Borough Council: Councillors D. Lewis and D. Patel (Chairman).

Representing Cardiff City and County Council: Councillor Mrs. N. Mackie.

Representing the Vale of Glamorgan Council: Councillors J.W. Thomas and E. Williams.

(a) Apology for Absence –

This was received from Councillor M. Michael (Cardiff City and County Council)

(b) Minutes –

RESOLVED – T H A T the minutes of the meeting held on 29th September, 2020 be approved as a correct record.

(c) Declarations of Interest –

No declarations were received.

(d) Pay Review – Reference from Cabinet: 16th November, 2020

For this item, all senior officers from the Shared Regulatory Service were disconnected from the meeting and took no part in the discussion.

The Director of Environment and Housing presented the Cabinet reference which sought approval to provide an additional payment, in line with the Council's Pay Policy, to a senior Vale of Glamorgan staff member in recognition of their strategic leadership across separate business entities and the additional duties undertaken to support the regional response to the Coronavirus pandemic.

Subsequently it was

RESOLVED – T H A T the information be noted and considered with the report under Part II of the agenda.

No.

Reason for decision

To allow the Part I and II reports to be considered together.

(e) Draft Budget Proposals 2021/22 (HoF/S151) –

The Operational Manager Accountancy presented the report the purpose of which was to provide the partner authorities with details of the 2021/22 Draft Budget Proposal of the Shared Regulatory Service.

The Shared Regulatory Services (SRS) Joint Working Agreement (JWA) sets out the particulars for operating the collaborative service, and for the creation of the SRS Joint Committee which was signed by the partner Authorities on the 10th April 2015, with the Service becoming operational on the 1st May 2015.

The JWA stated that the Joint Committee should agree the draft annual budget, which was referred to as the Proposed Budget by the 31st December prior to the commencement of the Financial Year to which the Proposed Budget related, and that the Proposed Budget should be submitted to each of the partner Authorities for approval.

In light of the services increased workload as a result of the Covid-19 pandemic and the fact that 2020/21 was the third and final year of the previous three-year savings cycle, no savings target had been proposed in respect of 2021/22.

The effect of the budget adjustments detailed below in respect of the Draft Proposed 2021/22 Budget was that there was an aggregate budget expectation of £8.331m, which equated to an overall net increase of £122k. This was made of:

- £193k of additional salary requirement resulting from an assumed 2.75% pay award.
- Less £71k relating to a 1.90% reduction in the employers superannuation rate levied by the Cardiff and Vale Pension Fund from 23.10% to 21.20%.

In accordance with the JWA, the population figures to be used within the Core Budget section of the report should reflect the data used by Welsh Government in the calculation of the 2021/22 budget settlements awarded to Councils. However, this information would not be available until after the date of the Committee, therefore the 2020/21 population split had been used until the revised data was received from Welsh Government.

Authorities were due to be advised of their Provisional Settlement on the 22nd December 2020, with the 2021/22 Final Settlement due to be announced on the 2nd March 2021.

A detailed breakdown of the Authority Specific budgets was shown in Appendix A of the report. The analysis clarified how each service was funded, such as Authority funded or recovered via fees.

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The Operational Manager Accountancy referred to the recent announcement by the U.K. Government regarding a public sector pay freeze. The impact of this on the Service's budget was not likely to be known for some time, so the Joint Committee was requested to approve the budget as outlined in the report which had been based on a 2.75% pay increase. Once more details emerged of the pay award for 2021/22, the budget could be amended accordingly depending on the timing of the agreement.

Having considered the budget proposals for 2021/22 it was

RESOLVED –

- (1) T H A T the proposed Shared Regulatory Services budget for 2021/22 be approved.
- (2) T H A T the individual authorities be requested to approve in writing the proposed budget for 2021/22 by 10th March, 2021.

Reasons for decisions

- (1) In line with the Joint Working Agreement.
- (2) To allow the budget to be finalised prior to the start of the 2021/22 financial year.

(f) Overview and Update of the Shared Regulatory Services (DEH) –

The Head of Service presented the report which provided an update on the work undertaken by the Shared Regulatory Service (SRS) and progress towards completing the actions contained in the SRS Business Plan.

SRS Business Plans were developed in consultation with stakeholders; they informed and directed the work of the service and contributed toward the corporate priorities of each partner Council. The service had five key aims, namely:

- Improving Health and Wellbeing
- Safeguarding the Vulnerable
- Protecting the Local Environment
- Supporting the Local Economy
- Maximising the use of our resources

The report contained information outlining how the service was working to achieve better outcomes for residents and businesses within the region through a series of different actions and work programmes. The report provided an overview of activities undertaken in the period July to October 2020, detailed under the following areas:

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- Human Resources
- Financial Position Quarter 1 – Appendix 1
- Performance Monitoring – Appendix 2
- Service Update – Covid-19 related work including (infographic contained in Appendix 3); Business reopening and enforcement, Test Trace and Protect (TTP) Scheme
- Licensing Policy and enforcement

In addition, the SRS published a number of operational plans to advise stakeholders of the work to be carried out in certain environments. The document attached at Appendix 4 was the Port Health Plan, which set out how the SRS would fulfil its purpose of preventing and controlling infectious disease coming into Cardiff, Barry and the surrounding areas via the ports and airport. The goal was to protect the health of the public. The Plan detailed the statutory obligations in relation to food safety, imported food control, ship sanitation, disinsection, waste control, animal health and set out how they would be delivered.

The Joint Committee was asked to consider the draft Port Health Plan and approve its use in the SRS region. In addition, the Joint Committee was asked to authorise the Head of the Shared Regulatory Service to make administrative amendments to the 2020-21 Plan, should the need arise.

In addition, the Joint Committee considered an update regarding Air Quality, progress against the SRS Business Plan 2020-21 and Prosecutions and Legal interventions.

The Committee noted the effective proactive work of the Joint Enforcement Teams (JET) that had been set up in conjunction with South Wales Police to enforce Covid-19 restrictions with a number of fixed penalty notices issued during the current spate of restrictions in response to house parties. On top of house parties, another challenge was the number of people who should have been self-isolating while continuing to run their business. Funding for the JETs would cease at the end of March, so it was unclear if this would continue.

In addition, and in responding to Covid-19, SRS Officers were also working closely with schools and care homes and would regularly meet with health professionals to look at complex cases. As a result, a testing centre had been set up in Barry with further centres to be created so the SRS had put a lot of focus into Test, Trace and Protect.

The Joint Committee expressed its thanks and appreciation to the SRS staff that had shown great commitment in responding to the Covid-19 pandemic.

RESOLVED –

- (1) T H A T the contents of the report be agreed.
- (2) T H A T the draft Port Health Plan be approved for use in the SRS region, and the Head of the Shared Regulatory Service be authorised to make administrative amendments to the 2020- 21 Plan, should the need arise.

No.

Reasons for decisions

- (1) The report appraises the Committee of the work of the service and the progress toward completing the actions contained in the SRS Business Plans.
- (2) To ensure that the Shared Regulatory Service has robust arrangements in place to fulfil its role of protecting public health through the application of control, preventative and enforcement measures.

(g) Exclusion of Press and Public -

RESOLVED – T H A T under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 4 of Schedule 12A (as amended) of the Act, the relevant paragraphs of the Schedule being referred to in brackets after the minute heading.

(h) Pay Review – Reference from Cabinet: 16th November, 2020) (Exempt Information – Paragraphs 13 and 14) –

For this item, all senior officers from the Shared Regulatory Service were disconnected from the meeting and took no part in the discussion.

The report sought approval to provide an additional payment, in line with the Council's Pay Policy, to a senior Vale of Glamorgan staff member in recognition of their strategic leadership across separate business entities and the additional duties undertaken to support the regional Cardiff and Vale response to the Coronavirus pandemic.

Having considered the report, it was

RESOLVED – T H A T the resolutions relating to this matter made by Cabinet at its meeting held on 16th November 2020, be endorsed.

Reason for decision

To endorse the resolutions of Cabinet.