

Meeting of:	Shared Regulatory Services Joint Committee
Date of Meeting:	Tuesday, 28 September 2021
Relevant Scrutiny Committee:	Homes and Safe Communities
Report Title:	Head of Shared Regulatory Services
Purpose of Report:	To seek approval for the recruitment of a new Head of Shared Regulatory Services
Report Owner:	Miles Punter - Director of Environment and Housing
Responsible Officer:	Miles Punter, Director of Environment and Housing
Elected Member and Officer Consultation:	No Elected Members have been consulted. The following officers have been consulted; Assistant Director, Cardiff Council, Head of Legal and Regulatory services, Bridgend County Borough Council
Policy Framework:	This is a matter delegated to the Joint Committee
Executive Summary:	<ul style="list-style-type: none"> The report appraises the Committee of the impending retirement of the current Head of Shared Regulatory Services and seeks approval for a recruitment process to begin in October 2021.

Recommendation

1. To authorise the Shared Regulatory Services Management Board to begin a recruitment process to appoint a new Head of Shared Regulatory Services.

Reason for the Recommendation

- 1 To ensure the Shared Regulatory Service has a Head of Service in post from April 1st, 2022 to comply with the requirements of the Joint Working Agreement.

1. Background

- 1.1 The Shared Regulatory Service (SRS) operates across Bridgend, Cardiff, and the Vale of Glamorgan. The SRS delivers a range of statutory services through a collaborative model that are critical to maintaining the health, safety, and economic wellbeing of local communities. The operating model delivers an integrated service for the Trading Standards, Environmental Health and Licensing functions.
- 1.2 The Shared Regulatory Service was created on May 1st, 2015. Since inception the role of Head of Shared Regulatory Services has been fulfilled by Mr. Dave Holland. Mr Holland has now announced his intention to leave the Council's service on March 31st, 2022 and consequently a new appointment needs to be made to meet the requirements of the Joint Working Agreement.
- 1.3 The Joint Working Agreement, executed in April 2015, and updated in July 2017, underpins the entire service provision. The JWA contains several "milestones and requirements". The pertinent clause for this report is set out in Clause 9.1 which states

The Participants agree that the Joint Committee shall appoint an individual as the Head of Regulatory Services; to carry out the role and functions set out in schedule 1 Part 3 subject to the limitations and conditions set out in this Agreement.

This is supplemented by the terms of reference for the Joint Committee set out in Schedule 2 of the Joint Working Agreement.

- 1.4 This report sets out the proposed process for recruiting a new Head of Shared Regulatory Services.

2. Key Issues for Consideration

- 2.1** The Joint Committee is responsible for the appointment of the Head of Shared Regulatory Services. The Joint Committee is supported by a Management Board made up of senior officers from the three Councils and the Head of Service. As well as providing advice to elected members, they oversee and guide the implementation, development, and the ongoing operation of the Shared Regulatory Service
- 2.2** Subject to the approval of Members of the Committee, it is proposed to commence the recruitment arrangements for a new Head of Service as soon as possible. There are no substantive changes to the role, but the job description has been reviewed and updated to reflect the tasks currently assigned to the role.
- 2.3** It is proposed that the Management Board, supported by the Vale of Glamorgan's Human Resources team, oversee that recruitment process and, in due course, convene a meeting of the Joint Committee to appoint a new Head of Shared Regulatory services. Any selection process resulting from the proposals in this report will be managed in accordance with the Council's equality recruitment and selection policy.
- 2.4** It is likely that the recruitment process will involve an advertisement and an agreed selection process, which will be determined by officers. This process can be completed within the 2021/22 budget. It is envisaged that the Joint Committee will be invited to interview candidates for appointment in November 2021.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** This appointment will be a permanent appointment and will enable the Councils to fulfil the requirements of the Joint Working Agreement in place between the three Councils. This appointment is important for any future collaboration projects that occur within the Regulatory sphere and the right appointment is required to lead the future transformation of the Shared Regulatory Service.

4. Resources and Legal Considerations

Financial

- 4.1** The Participants' contribution towards the Shared Regulatory Service is recharged on a quarterly basis, based upon the approved budgets for 2021/22. Accounting for the full year is reported to the Committee at the Annual General Meeting.

Employment

- 4.2** There are no immediate employment implications associated with this report.

Legal (Including Equalities)

- 4.3** This recruitment process will be compliant with Local Government, Employment and Equalities legislation. The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

5. Background Papers

- The Joint Working Agreement for the Shared Regulatory Service
- The Shared Regulatory Services Business Plan 2021/22