

SHARED REGULATORY SERVICES JOINT COMMITTEE

Minutes of a Remote meeting held on 28th September, 2021.

The Committee agenda is available [here](#).

The Meeting recording is available [here](#).

Present:

Representing Bridgend County Borough Council - Councillor D. Patel.

Representing Cardiff City and County Council – Councillors M. Michael (Chair) and N. Mackie.

Representing the Vale of Glamorgan Council – Councillors E. Williams (Vice-Chair) and P. Drake (Substituting for J.W. Thomas).

(a) Announcement –

Prior to the commencement of the business of the Committee, the Chairman read the following statement: “May I remind everyone present that the meeting will be live streamed as well as recorded via the internet and this recording archived for future viewing.”

(b) Apologies –

These were received from Councillor D. Lewis (Bridgend County Borough Council) and Councillor J.W. Thomas (Vale of Glamorgan Council).

(c) Minutes –

RESOLVED – T H A T the minutes of the meeting held on 22nd June, 2021 be approved as a correct record.

(d) Declarations of Interest –

No declarations were received.

(e) Audit Wales 2021 Audit Plan (HoF/S151O) –

Audit Wales (AW), as the nominated auditor for the Shared Regulated Services was required to undertake work in relation to the following:

- Audit of the Financial Statements;
- Value for money;
- Continuous Improvement;
- Sustainable Development principle.

The report provided details regarding how AW would complete the work in 2021.

The Committee was requested to consider and agree the proposed Audit Plan for 2021.

Committee, having considered the report and all the issues and implications contained therein,

RESOLVED – T H A T the contents of the report be noted.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.

(f) Audit Wales – Audit Enquiries to Those Charged With Governance and Management (HoF/S151O) –

Audit Wales, in its audit of Shared Regulatory Services financial accounts for the year ended 31st March, 2021, was required to conduct the audit in accordance with the requirements set out in the International Standards for Auditing (ISAs).

As part of the requirements of the ISAs, Audit Wales wrote to the Head of Finance seeking views on a number of governance areas impacting upon the audit of the accounts relevant to both management and "those charged with governance".

Those areas of governance where view were sought were identified in Annex A to the report along with the Council's response which encompassed:

- Matters in relation to fraud – Appendix 1
- Matters in relation to laws and regulations – Appendix 2; and
- Matters in relation to related parties – Appendix 3.

Committee, having considered the report and all the issues and implications contained therein,

RESOLVED – T H A T the contents of the report be noted.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.

(g) Audit of the 2020/21 SRS Financial Statements (HoF/S151O) –

The audit of the 2020/21 Statement of Accounts was in the final stages of completion.

The latest 2020/21 Statement of Accounts incorporated all agreed amendments and was now presented to the Shared Regulatory Services Committee.

As a result of the impact of the Covid-19 Pandemic the Audit deadline was changed from 31st July, 2021 to 30th November, 2021.

The audited Statement of Accounts were reported to this Committee for approval, as required under the terms of the Joint Working Agreement. It was confirmed that, if approved by Committee, the Accounts would then signed by the Auditor General for Wales.

The Head of Finance/Section 151 Officer referred to the £250k underspend for the service in 2020/21 and it was agreed that a proposal for how this should be dealt with be submitted to the Committee Chair for consideration.

Following consideration of the report and all the issues and implications contained therein, Committee

RESOLVED –

(1) T H A T the Shared Regulatory Services 2020/21 Statement of Accounts be approved, signed and dated by the Chair of the Committee.

(2) T H A T the Letter of Representation to Wales Audit for 2020/21 be agreed, signed and dated by the Chair of the Committee.

(3) T H A T the report of the Appointed Auditor on the audit of the Shared Regulatory Service for 2020/21 be noted.

(4) T H A T the Shared Regulatory Services Annual Governance Statement 2020/21 be approved, signed and dated by the Chair of the Committee, the Chair of the Shared Regulatory Services Management Board and the Head of Shared Regulatory Services.

Reasons for decisions

(1) So that the Statement of Accounts be approved prior to the deadline.

(2) So that the signed Letter of Representation be returned to Wales Audit.

(3) Having regard to the results of the audit of the 2020/21 Financial Statements of the Shared Regulatory Service.

(4) So that the Shared Regulatory Services Annual Governance Statement 2020/21 be approved and signed.

(h) Overview and Update on Shared Regulatory Services (DEH) –

The report apprised the Committee of the work of the Service and progress toward completing the actions contained in the Shared Regulatory Services' (SRS) Business Plans.

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 including the impact of Covid-19. The report provided an overview of activities undertaken in the period April to June 2021, detailed under the following areas:

- Human Resources
- Financial Position Quarter 1 – Appendix 1
- Performance Monitoring – Appendix 2
- Service Update – Covid-19 related work including (infographic contained in Appendix 3);
- Progress against the SRS Business Plan
- Communicable Disease Plan
- Audits and Assessments
- New legislation including E10 petrol, Eco design and labelling and food allergen labelling
- Enforcement Activity – Appendix 4

Councillor N. Mackie praised the performance and impact of the Joint Enforcement Team during the Covid-19 pandemic and she hoped that this would continue. She also queried when would noise investigation visits be allowed to enter properties. In response the Head of Service stated that these were already back up and running but would require a risk assessment being undertaken.

Committee, having considered the report and all the issues and implications contained therein,

RESOLVED – T H A T the contents of the report be noted and approved.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.

(i) Shared Regulatory Services Health and Safety Enforcement Service Plan 2021/22 (DEH) –

The report apprised the Committee of the work of the Health and Safety team and requested approval for the Health and Safety Enforcement Service Plan for the Shared Regulatory Service (SRS) for 2021/22.

Following consideration of the report and all the issues and implications contained therein, the Joint Committee

RESOLVED –

- (1) T H A T the 2021/22 Health and Safety Enforcement Service Plan be approved.
- (2) T H A T the Head of the Shared Regulatory Service be authorised to make administrative amendments to the 2021/22 Health and Safety Enforcement Service Plan should the need arise.

Reasons for decisions

- (1) Having regard to the contents of the report and discussions at the meeting.
- (2) To allow the Head of the Shared Regulatory Service to make administrative amendments should the need arise.

(j) Shared Regulatory Services Food and Feed Law Enforcement Service Plan 2021/22 (DEH) –

The report apprised the Committee of the work of the Shared Regulatory Service in respect of Food and Feed law. The report requested the Committee to approve the Food and Feed Law Enforcement Service Plan for the Shared Regulatory Service (SRS) for 2021/22.

Councillor E. Williams referred to significant changes within the new Plan, and he queried whether there were sufficient staff resources available. In reply, the Operational Manager Shared Regulatory Services advised that there would be regular meetings with the Food Standards Agency (FSA) in which regular updates on issues would be provided. Therefore, the FSA were aware that SRS officers had been displaced to respond to the Covid-19 pandemic. That was why the SRS had adopted a risk-based approach to ensure that priority was given to the more high-risk premises.

The Chair, Councillor M. Michael referred to the increased pressure on staff and he queried whether there was any way that service costs could be recovered from those businesses subject to enforcement action. The Head of Service agreed that this would be looked into.

Committee, having considered the report and all the issues and implications contained therein,

RESOLVED –

- (1) T H A T the Food and Feed Law Enforcement Service Plan 2021/22 be approved.

(2) T H A T the Head of Shared Regulatory Services investigate the possibility of financial charges being levied for enforcement action brought against any high risk businesses.

(3) T H A T the Head of the Shared Regulatory Service be authorised to make administrative amendments to the Food and Feed Law Enforcement Service Plan 2021/22 should the need arise.

Reasons for decisions

(1) Having regard to the contents of the report and discussions at the meeting.

(2) Following a request by the Joint Committee for an investigation into the possibility of financial charge being levied for enforcement action brought against high risk businesses.

(3) To allow the Head of the Shared Regulatory Service to make administrative amendments should the need arise.

(k) Head of Shared Regulatory Services (DEH) –

The report apprised the Committee of the impending retirement of the current Head of Shared Regulatory Services and sought approval for a recruitment process to begin in October 2021.

Committee, having considered the report and all the issues and implications contained therein,

RESOLVED – T H A T the Shared Regulatory Services Management Board be authorised to begin a recruitment process to appoint a new Head of Shared Regulatory Services.

Reason for decision

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