

SHARED REGULATORY SERVICES JOINT COMMITTEE

Decision Notice – Remote Annual Meeting, 28th June, 2022.

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

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

Present:

Representing Bridgend County Borough Council – Councillor M. Lewis.

Representing Cardiff City and County Council – Councillors D. De’Ath and M. Michael.

Representing the Vale of Glamorgan Council – Councillors P. Drake and R. Sivagnanam.

AGENDA ITEM 1. Appointment of Chair –

RESOLVED – T H A T Councillor R. Sivagnanam be appointed to the position of Chair for the current Municipal year and in line with the Joint Working Agreement.

AGENDA ITEM 2. Appointment of Vice-Chair –

RESOLVED – T H A T Councillor R. Goode be appointed to the position of Vice-Chair for the current Municipal year and in line with the Joint Working Agreement.

AGENDA ITEM 3. Apology for Absence –

This was received from Councillor R. Goode (Bridgend County Borough Council).

AGENDA ITEM 4. Minutes –

RESOLVED – T H A T the minutes of the meeting held on 23rd March, 2022 be approved as a correct record.

AGENDA ITEM 5. Declarations of Interest –

No declarations were received.

AGENDA ITEM 6. Shared Regulatory Services Unaudited Statement of Accounts 2021/22 (HOF/S151O) –

RESOLVED –

- (1) T H A T the contents of the report and the Appendix 1 be noted.
- (2) T H A T the Chair and Head of Finance be authorised to sign the Unaudited Statement of Accounts 2021/22 for its release to Audit Wales.

Reasons for decisions

- (1) Having regard to the contents of the report and the information provided at the meeting.
- (2) To facilitate the completion of the audit of the accounts.

AGENDA ITEM 7. Audit Wales 2022 Audit Plan (HOF/S151O) –

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

Reason for decision

Having regard to the contents of the report and the information provided at the meeting.

AGENDA ITEM 8. Shared Regulatory Services Annual Report (DEH) –

RESOLVED – T H A T the Shared Regulatory Services Annual Report, including the Draft Statement of Accounts, be approved and the Chief Executive of the Vale of Glamorgan Council, be authorised to forward a copy of the report to the Heads of Paid Service for the other Partner Councils.

Reason for decision

To meet the requirements set out in Clause 5.1 of the Joint Working Agreement.

AGENDA ITEM 9. Shared Regulatory Services Business Plan (DEH) –

RESOLVED –

- (1) T H A T the content of the report be noted and the Shared Regulatory Services Business Plan for 2022/23 be approved.
- (2) T H A T the Head of the Shared Regulatory Services be authorised to make administrative amendments to the 2022/23 Business Plan should the need arise.

Reasons for decisions

(1) The Joint Working Agreement (JWA) specifies (at clause 14) that each year, the Head of Shared Regulatory Services will develop a draft Business Plan under the direction of the Management Board.

(2) The purpose of the Business Plan, as specified by the JWA, being to update the information contained in the previous Business Plan; and to identify the proposals for service activities, business and financial objectives, efficiency targets, business continuity planning, risk management, indicative staffing levels and changes, performance targets, costs and income. The JWA further specified that a draft Business Plan be submitted to the Joint Committee for approval, and that once approved, it be circulated to each Participant Authority's Head of Paid Service.

(3) The Head of Shared Regulatory Services be authorised to make administrative amendments to the Business Plan would enable minor changes to be made, as and when needed during the year, without the need to bring the matter back to the Joint Committee. To ensure that minor changes can be made promptly in response to any issues that arise.

AGENDA ITEM 10. Shared Regulatory Services Health and Safety Enforcement Service Plan 2022/23 (DEH) –

RESOLVED –

(1) T H A T the 2022/23 Health and Safety Enforcement Service Plan be approved.

(2) T H A T the Head of the Shared Regulatory Services be authorised to make administrative amendments to the 2022/23 health and Safety Enforcement Service Plan should the need arise.

Reason for decisions

(1&2) To ensure the Shared Regulatory Service had robust arrangements in place to deliver its obligations as an enforcing authority under the Health and Safety at Work Act 1974 and to comply with statutory guidance.