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SHARED REGULATORY SERVICES JOINT COMMITTEE

Minutes of a remote meeting held on 27th September, 2022.

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

The recording of the meeting is available [here](#).

Present:

Representing Bridgend County Borough Council – Councillors M. Lewis and R. Goode (vice-Chair).

Representing Cardiff City and County Council – Councillor D. De'Ath.

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

(a) Announcement –

Prior to the commencement of the business of the Committee, the Chair 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) Apology For Absence –

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

(c) Minutes –

RESOLVED – T H A T the minutes of the Annual Meeting held on 28th June, 2022 be approved as a correct record.

(d) Declarations of Interest –

No declarations of interest were received.

(e) Audit Wales – Audit Enquiries to Those Charged With Governance and Management (HF/S151O) –

The purpose of the report was to inform members of the information provided to Audit Wales as part of the Annual Audit of the Accounts.

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Audit Wales, in its audit of Shared Regulatory Services financial accounts for the year ended 31st March 2022, was required to conduct the audit in accordance with the requirements set out in the International Standards for Auditing (ISA's).

As part of the requirements of the ISA's, Audit Wales had written 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".

The areas of governance where views 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

Having considered the report, it was

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 of the 2021/22 Shared Regulatory Services Financial Statements (HF/S1510) –

The purpose of the report was to present to Committee the report of the Auditor General for Wales following the audit of Shared Regulatory Services Financial Statements for 2021/22.

The audit of the 2021/22 Statement of Accounts was in the final stages of completion. The latest 2021/22 Statement of Accounts incorporated all agreed amendments was now presented to Shared Regulatory Services Committee.

It was proposed that the audited Statement of Accounts were reported to Shared Regulatory Committee on the 27th September 2022 for approval, and then signed by the Auditor General for Wales. The latest 2021/22 Statement of Accounts incorporated all currently agreed amendments was attached at Appendix A. The report of the Auditor General for Wales and the Final Letter of Representation was attached at Appendix B.

There was no change to the 2021/22 £363k underspend as a result of this audit.

The provisional findings of Audit Wales on behalf of the Appointed Auditor in respect of the Financial Statements included one recommendation arising from their report, which related to party transaction disclosures. That matter would be

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considered across the 3 local authorities. It was reported that Audit Wales intended to issue an unqualified audit opinion on this year's accounts

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

RESOLVED –

- (1) T H A T the Shared Regulatory Services 2021/22 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 2021/22 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 2021/22 be noted.
- (4) T H A T the Shared Regulatory Services Annual Governance Statement 2021/22 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 Audit Wales.
- (3) Having regard to the results of the audit of the 2021/22 Financial Statements of the Shared Regulatory Service.
- (4) So that the Shared Regulatory Services Annual Governance Statement 2021/22 be approved and signed.

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

The report provided an update on the work undertaken by the Shared Regulatory Service (SRS).

The report apprised the Committee of the work of the service and progress toward completing the actions contained in the 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. The report provided an overview of activities undertaken during the quarter, detailed under the following areas:

- Human Resources
- Financial Position Quarter 1 – Appendix 1

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- Performance Monitoring – Appendix 2
- Supporting Public Health including Covid-19 related work and challenges relating to the outbreak of Monkeypox
- Homes for Ukraine
- Animal Health and Welfare
- Protecting the Vulnerable

In addition, the SRS publishes a number of operational plans to advise stakeholders of the work to be carried out in certain environments. The document attached at Appendix 3 was the Communicable Disease Plan 2022/23 which sets out how the SRS will fulfil its role of protecting public health through the investigation of cases and outbreaks of communicable disease and the applications of control, preventative and enforcement measures. The Committee agreed for the Communicable Disease Plan 2022/23 to be approved.

In addition, at Appendix 4 was the Port Health Plan 2022/23, another of the SRS operational plans for the year. It sets out how the Shared Service would fulfil its role of protecting public health by carrying out a range of health controls. The plan explained how the Port Health Team would fulfil its purpose of preventing and controlling infectious disease coming into Cardiff, Barry and the surrounding areas via the ports and airport to protect the health of the public. The Plan also detailed the delivery mechanisms for the statutory obligations in relation to food safety, imported food control, ship sanitation, disinsection, waste control and animal health. It was agreed for the Port Health Plan to be approved.

The Chair queried whether there was an expected impact on food hygiene as a result of the cost of living crisis. In reply, the Operational Manager advised that in terms of food and temperature control, there was a worry that some business may be forced to look at ways of saving money, this would pose serious risks to consumers. This would be something that the SRS would need to monitor.

Subsequently it was

RESOLVED –

- (1) T H A T the contents of the report be agreed.
- (2) T H A T the Port Health Plan 2022-23 be approved for use in the Shared Regulatory Services region.
- (3) T H A T the Communicable Disease Plan 2022-23 be approved for use in the Shared Regulatory Services region

Reasons for decisions

- (1) Following consideration of the report and discussions at the meeting.
- (2) Following consideration of the contents of the draft Port Health Plan 2022-23.

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(3) Following consideration of the contents of the Communicable Disease Plan 2022-23.

(h) Shared Regulatory Services Food and Feed Law Enforcement Service Plan for the Shared Regulatory Service for 2022/23 (DEH) –

The report sought approval for the Food and Feed Law Enforcement Service Plan for the Shared Regulatory Service for 2022/23.

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 for 2022/23.

The Chair queried the challenges around staff recruitment. In reply, the Operational Manager advised that in terms of food safety, while the service was resourced for 31.75 full time equivalent (FTE) professional staff, of these 4.8 FTE were currently re-purposed to work on Test, Trace and Protect, 2 FTE were on long term sick and the service had 2 vacancies reducing that resource significantly by 8.8 FTE. Even if all posts were fully occupied and operational, there would still remain a shortfall of 7.54 FTEs needed to meet the demands placed on the Food Safety service.

Having considered the report it was

RESOLVED –

(1) T H A T the 2022/23 Food and Feed Law Enforcement Plan be approved for use in the Shared Regulatory Services region.

(2) T H A T the Head of the Shared Regulatory Services be authorised to make administrative amendments to the 2022/23 Food and Feed Law 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 ensure the plan remains up to date should any changes in law or best practice be introduced during the period.