

## SHARED REGULATORY SERVICES JOINT COMMITTEE

Decision Notice – Remote Annual Meeting, 21<sup>st</sup> June, 2023.

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

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

### Present:

Representing Bridgend County Borough Council – Councillors R. Goode and M. Lewis.

Representing Cardiff City and County Council – Councillor 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. Goode 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 D. De’Ath 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 D. De’Ath (Cardiff City and County Council).

### AGENDA ITEM 4. MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 21<sup>st</sup> March, 2023 be approved as a correct record.

### AGENDA ITEM 5. DECLARATIONS OF INTEREST –

No declarations of interest were received.

AGENDA ITEM 6. SHARED REGULATORY SERVICES UNAUDITED STATEMENT OF ACCOUNTS 2022/23 (HOF / S1510) –

RESOLVED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T the Shared Regulatory Services Statement of Accounts be approved electronically by Members by 28<sup>th</sup> June, 2023, therefore enabling the final sign off to occur by 30<sup>th</sup> June, 2023 deadline.
- (3) T H A T the Chair and Head of Finance be authorised to sign the Unaudited Statement of Accounts 2022/23 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&3) To facilitate the completion of the audit of the accounts.

AGENDA ITEM 7. SHARED REGULATORY SERVICES ANNUAL REPORT (DEH) –

RESOLVED –

- (1) T H A T the report be approved and the Chief Executive, Vale of Glamorgan Council, be authorised to forward a copy of the report to the Heads of Paid Service for the other partner Councils.
- (2) T H A T the 2022/23 unaudited outturn position be noted.

Reasons for decisions

- (1) To meet the requirements set out in Clause 5.1 of the Joint Working Agreement.
- (2) Having regard to the contents of the report and discussions at the meeting.

AGENDA ITEM 8. SHARED REGULATORY SERVICES BUSINESS PLAN (DEH) –

RESOLVED –

- (1) T H A T the contents of the report be noted and the Shared Regulatory Business Plan for 2023/24 be approved.
- (2) T H A T the Head of the Shared Regulatory Service be authorised to make administrative amendments to the 2023/24 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 being 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 9. SHARED REGULATORY SERVICES HEALTH AND SAFETY ENFORCEMENT SERVICE PLAN 2023/24 (DEH) –

#### RESOLVED –

(1) T H A T the 2023/24 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 2023/24 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.