

SHARED REGULATORY SERVICES JOINT COMMITTEE

Decision Notice – Annual Meeting, 25th June, 2025.

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

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

Representing Bridgend County Borough Council – Councillor H. Williams.

Representing Cardiff City and County Council – Councillors N. Mackie 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 Chair for the Municipal year and in line with the Joint Working Agreement.

AGENDA ITEM 2. APPOINTMENT OF VICE-CHAIR –

RESOLVED – T H A T Councillor H. Williams be appointed Vice-Chair for the Municipal year and in line with the Joint Working Agreement.

AGENDA ITEM 3. APOLOGY FOR ABSENCE –

This was received from Councillor M. Lewis (representing Bridgend County Borough Council).

AGENDA ITEM 4. MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 26th March, 2025 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 2024/25 (HOF/S1510) –

RESOLVED –

- (1) T H A T the content of the Shared Regulatory Services Unaudited Statement of Accounts 2024/25 report, following review by the Joint Committee, be noted.
- (2) T H A T the Shared Regulatory Service Statement of Accounts be approved electronically by Members by 25th June, 2025, therefore enabling the final sign off to occur by the 30th June, 2025 deadline.
- (3) T H A T the Chair and Head of Finance be authorised to sign the Unaudited Statement of Accounts 2024/25 for its release to Audit Wales.

Reasons for decisions

- (1) In order for Members to approve the Unaudited Statement prior to the deadline.
- (2&3) To ensure the completion of the audit of the accounts.

AGENDA ITEM 7. SHARED REGULATORY SERVICES ANNUAL REPORT
2024-25 (DEH) –

RESOLVED –

- (1) T H A T the Shared Regulatory Services Annual Report 2024-25 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 2024-25 unaudited outturn position be noted

Reasons for decisions

- (1) In order for the partner Councils and Joint Committee to meet the requirements set out in Clause 5.1 of the Joint Working Agreement.
- (2) Following Members of the Joint Committee's consideration and awareness of the 2024-25 unaudited outturn position.

AGENDA ITEM 8. SHARED REGULATORY SERVICES BUSINESS PLAN
2025-26 (DEH) –

RESOLVED –

- (1) T H A T the content of the report be noted and the Shared Regulatory Services Business Plan for 2025/26 be approved.

(2) T H A T the Head of the Shared Regulatory Service be authorised to make administrative amendments to the 2025/26 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 would develop a draft Business Plan under the direction of the Management Board. The purpose of the Business Plan, as specified by the JWA, was 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, this would be circulated to each participant Authority's Head of Paid Service.

(2) Authorising the Head of Shared Regulatory Services 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. As well as reducing the burden on the Joint Committee this approach would mean that minor changes could be made promptly in response to any issues that would arise.

AGENDA ITEM 9. SHARED REGULATORY SERVICES HEALTH AND SAFETY ENFORCEMENT SERVICE PLAN 2025/26 (DEH) –

RESOLVED –

(1) T H A T the 2025/26 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 2025/26 Health and Safety Enforcement Service Plan should the need arise.

Reason for decisions

(1&2) This would 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 comply with statutory guidance.