

SHARED REGULATORY SERVICES JOINT COMMITTEE

Decision Notice – Remote Meeting, 24th September, 2025.

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

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

Representing Bridgend County Borough Council – Councillors M. Lewis and H. Williams (Vice-Chair).

Representing Cardiff City and County Council – Councillor N. Mackie.

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

AGENDA ITEM 1. APOLOGY FOR ABSENCE –

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

AGENDA ITEM 2. MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 25th June, 2025 be approved as a correct record.

AGENDA ITEM 3. DECLARATIONS OF INTEREST –

No declarations of interest were received.

AGENDA ITEM 4. OVERVIEW AND UPDATE ON SHARED REGULATORY SERVICES (DEH) –

RESOLVED –

- (1) T H A T the contents of the report be noted and agreed.
- (2) T H A T the 2025-26 Communicable Disease Plan be approved.
- (3) T H A T the Head of Shared Regulatory Services be authorised to make administrative amendments to the Communicable Disease Plan 2025-26, should the need arise.

Reasons for decisions

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

(2) To ensure that the Shared Regulatory Service has robust arrangements in place to deliver its obligations in respect of Communicable Disease.

(3) To authorise minor changes to be made, should the need arise, during the lifetime of the Communicable Disease Plan, without the need for it to be brought back to the Joint Committee.

AGENDA ITEM 5. SHARED REGULATORY SERVICES FOOD AND FEED LAW ENFORCEMENT SERVICE PLAN 2025-26 (DEH) –

RESOLVED –

(1) T H A T the 2025/26 Food and Feed Law Enforcement Plan be approved.

(2) T H A T the Head of Shared Regulatory Services be authorised to make administrative amendments to the 2025/26 Food and Feed Law Enforcement Service Plan should the need arise.

Reasons for decisions

(1) In order that the partner Local Authorities can set out their Enforcement Plan and subsequently discharge their statutory responsibilities under the relevant legislation.

(2) To enable the Head of Shared Regulatory Services to update the Plan should any changes in law or best practice be introduced during the period in question.

AGENDA ITEM 6. HEAD OF SHARED REGULATORY SERVICES (DEH) –

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, 2026, to comply with the requirements of the SRS Joint Working Agreement

AGENDA ITEM 7. SHARED REGULATORY SERVICES AUDIT WALES 2025 AUDIT PLAN (HOF) –

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.