

Meeting of:	Shared Regulatory Services Joint Committee
Date of Meeting:	Wednesday, 24 September 2025
Relevant Scrutiny Committee:	Live Well Scrutiny Committee
Report Title:	Head of Shared Regulatory Services
Purpose of Report:	To seek approval for the recruitment of a new Head of Shared Regulatory Services
Report Owner:	Miles Punter - Director of Environment and Housing
Responsible Officer:	Miles Punter – Director of Environment and Housing
Elected Member and Officer Consultation:	No Elected Members have been consulted. The following officers have been consulted: Assistant Director, Cardiff Council, Chief Officer Legal, Regulatory and Human Resources Bridgend County Borough Council
Policy Framework:	This is a matter delegated to the Joint Committee
Executive Summary:	
<ul style="list-style-type: none"> The report appraises the Committee of the retirement of the current Head of Shared Regulatory Services and seeks approval for the recruitment process to begin in October 2025. 	

Recommendation

1. To authorise the Shared Regulatory Services Management Board to begin a recruitment process to appoint a new Head of Shared Regulatory Services.

Reason for Recommendation

1. 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.

1. Background

- 1.1 The Shared Regulatory Service (SRS) operates across Bridgend, Cardiff, and the Vale of Glamorgan. The SRS delivers a range of statutory services through a collaborative model that are critical to maintaining the health, safety, and economic wellbeing of local communities. The operating model delivers an integrated service for the Trading Standards, Environmental Health and Licensing functions.

- 1.2 The current Head of Shared Regulatory Services has announced her intention to leave the Council's service on 31st March 2026 and as a result, a new appointment needs to be made to meet the requirements of the Joint Working Agreement (JWA).

- 1.3 The SRS Joint Working Agreement underpins the provision of the Shared Service and contains several 'milestones and requirements'. The pertinent clause for this report is set out in Clause 9.1 which states

The Participants agree that the Joint Committee shall appoint an individual as the Head of Regulatory Services; to carry out the role and functions set out in Schedule 1 Part 3, subject to the limitations and conditions set out in this Agreement.

This is supplemented by the terms of reference for the Joint Committee set out in Schedule 2 of the Joint Working Agreement.

- 1.4 This report sets out the proposed process for recruiting a new Head of Shared Regulatory Services.

2. Key Issues for Consideration

- 2.1 The Joint Committee is responsible for the appointment of the Head of Shared Regulatory Services. The Joint Committee is supported by a Management Board made up of senior officers from the three Councils and the Head of Service. As well as providing advice to elected members, they oversee and guide the

implementation, development, and the ongoing operation of the Shared Regulatory Service.

- 2.2 Subject to the approval of Members of the Committee, it is proposed to commence the recruitment arrangements for a new Head of Service as soon as possible. There have been no substantive changes to the role, and the job description has been reviewed to ensure that it continues to reflect the tasks currently assigned to the role.
- 2.3 It is proposed that the Management Board, supported by the Vale of Glamorgan Council's Human Resources team, oversee the recruitment process and, in due course, convene a meeting of the Joint Committee to appoint a new Head of Shared Regulatory Services. Any selection process resulting from the proposals in this report will be managed in accordance with the Council's equality recruitment and selection policy.
- 2.4 It is likely that the recruitment process will involve an advertisement and an agreed selection process, which will be determined by officers. This process can be completed within the 2025/26 budget. It is envisaged that the Joint Committee will be invited to interview candidates for appointment in early December 2025.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1 This appointment will be a permanent appointment and will enable the Councils to fulfil the requirements of the Joint Working Agreement in place between the three Councils. This appointment is important for any future collaboration projects that occur within the Regulatory sphere and the right appointment is required to lead the future transformation of the Shared Regulatory Service.

4. Climate Change and Nature Implications

- 4.1 One of the key strategic themes for the Shared Regulatory Service is *Protecting the Local Environment*.
- 4.2 The SRS Business Plan articulates the work carried out under this theme to deliver on the corporate priorities for the participant Councils, including their ambitions to minimise climate change and impacts on the natural environment.
- 4.3 In this context, the Joint Committee is regularly updated on the contribution of SRS to this agenda, for example through its work in the areas of animal health and welfare, air quality, contaminated land, energy efficiency in the private rented sector and investigating greenwashing claims or environmental fraud.

5. Resources and Legal Considerations

Financial

- 5.1** The Participants' contribution towards the Shared Regulatory Service is recharged on a quarterly basis, based upon the approved budgets for 2025/26. Accounting for the full year is reported to the Committee at the Annual General Meeting.

Employment

- 5.2** There are no immediate employment implications associated with this report.

Legal (Including Equalities)

- 5.3** The process through which the new Head of Shared Regulatory Services is recruited will be compliant with Local Government, Employment and Equalities legislation. The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

6. Background Papers

- The Joint Working Agreement for the Shared Regulatory Service
- The Shared Regulatory Services Business Plan 2025/26