

SHARED REGULATORY SERVICES JOINT COMMITTEE

Minutes of a Remote meeting held on 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).

(a) Announcement –

Prior to the commencement of the business of the Committee, the Democratic and Scrutiny Services Officer 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 meeting held on 25th June, 2025 be approved as a correct record.

(d) Declarations of Interest –

No declarations of interest were received.

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

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
- Performance Monitoring – Appendix 2
- Food Safety – two high profile enforcement outcomes
- Supporting economic development – staging of events
- City centre concerts
- Protecting the Vulnerable – SRS safeguarding work
- Making the Best Use of Resources – recent audit reports
- Enforcement Activity – Appendix 4.

The Joint Committee was also asked to consider the Communicable Disease Plan 2025-26 which was attached at Appendix 3 to the report. The Plan set out how the SRS would fulfil its role of protecting public health for the investigation of cases and outbreaks of communicable disease and the application of control, preventative and enforcement measures. The Committee agreed for the Communicable Disease and Health Service Plan 2025-26 to be approved.

With regard to open air concerts, Councillor R. Sivagnanam commented that it appeared that the concerts ceased at 10pm as required. In response, the Operational Manager - Environment and Housing Services stated that it was impossible to have an open air concert without noise, so the role of the SRS was to monitor disturbances.

In terms of fees and charges for the concerts, the Operational Manager – Environmental Protection and Licensing Services stated that these would be considered as there was a recognition that Councils were not just monitoring noise pollution so there would consideration of all the work undertaken.

Councillor N. Mackie provided thanks to the Team, as residents had expressed how well they had been treated by officers. As there were more concerts planned for next year, it would be a good idea to put out more public communications before taking place.

Subsequently, it was

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.

(f) Shared Regulatory Services Food and Feed Law Enforcement Service Plan 2025-26 (DEH) –

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 (SRS) for 2025/26.

Councillor N. Mackie stated that there was a concern with being able to staff to certain skilled professions that meant that the Service had to rely on contractors for some inspections. In response, the Operational Manager – Health and Public Protection advised that the use of contractors was a practice that the SRS had used for some years. That meant that the Service had detailed knowledge and experience with using contractors. The Service was committed to best value, so it was important to ensure the quality of inspections undertaken by contractors.

Having considered the report, the Committee

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 the 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 the Shared Regulatory Services to update the Plan should any changes in law or best practice be introduced during the period in question.

(g) Head of Shared Regulatory Services (DEH) –

The report apprised the Committee of the retirement of the current Head of Shared Regulatory Services and sought approval for the recruitment process to begin in October 2025.

Subsequently, it was

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

(h) Shared Regulatory Services Audit Wales 2025 Audit Plan (HOF) –

The report provided details regarding how Audit Wales would complete the work in 2025. The Committee was requested to consider and agree the proposed Audit Plan for 2025. Appendix A to the report outlined the Draft Audit Wales Audit Plan.

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.