

## SHARED REGULATORY SERVICES JOINT COMMITTEE

Minutes of a Remote Meeting held on 17<sup>th</sup> December, 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 – Councillors N. Mackie and M. Michael.

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) Minutes –

RESOLVED – T H A T the minutes of the meeting held on 24<sup>th</sup> September, 2025 and the Special meeting held on 3<sup>rd</sup> December, 2025 be approved as a correct record.

(c) Declarations of Interest –

No declarations of interest were received.

(d) Overview and Update on Shared Regulatory Services (CX) –

The report presented by the Head of the Shared Regulatory Services apprised Committee of the work of the service and progress toward completing the actions contained in the Shared Regulatory Services (SRS) Business Plans.

The financial monitoring report for the period 1<sup>st</sup> July to 30<sup>th</sup> September, 2025 was attached at Appendix 1. It had been prepared from the consolidated figures gathered from each Authority for that period. The Service was forecasting an outturn position at year end of a £187k overspend against the 2025-26 gross revenue budget. That position included an historic Cardiff Authority Specific budget shortfall of circa £200k

relating to Taxi Licensing.

The report also 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 in the period July to October 2025, detailed under the following areas:

- Human resources including staff absences and recruitment;
- Smoke-free compliance;
- Public health funerals;
- SRS working with businesses;
- RSPCA awards 2025;
- Avian influenza (bird flu);
- National Safeguarding Week;
- Trading Standards Impacts and Outcomes framework;
- Enforcement activity at Appendix 5.

In addition, the document attached at Appendix 3 was the Port Health Plan for 2025-26. It set out how the Shared Service was fulfilling its role of protecting public health by carrying out a range of health controls.

The Plan explained how the Port Health Team prevented and controlled infectious disease coming into Cardiff, Barry and the surrounding areas via the ports and airport, to protect the health of the public. The Plan also detailed the delivery mechanisms for the statutory obligations in relation to food safety, imported food control, ship sanitation, disinsection, waste control and animal health.

The Joint Committee was asked to consider the draft Port Health Plan and approve its use in the SRS region.

The Committee was pleased to see the service growing its own staff and offered congratulations to those that had obtained their MSc in Environmental Health degrees from the University of the West of England.

With regards to public health funerals and the impact of the cost-of-living crisis, the Committee noted that the service maintained data records to log how the service became involved, i.e. was the person in a hospice before they became deceased.

In relation to Avian influenza (bird flu), the Committee queried whether that was seasonal and did the service keep a record of the number of birds affected. In response the Operational Manager – Enterprise and Specialist Services clarified that bird flu was seasonal and would usually commence in December, but it had been a little earlier this year with cases reported in November. In terms of numbers, there were no large poultry establishments in the area so the impact was fairly low. The Committee also noted that bird flu could affect all species of birds with larger birds more vulnerable.

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 Port Health Plan attached at Appendix 3 to the report be approved.
- (3) T H A T the Head of Shared Regulatory Services be authorised to make administrative amendments to the Port Health 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&3) To ensure that the Shared Regulatory Service had the necessary arrangements in place to deliver its obligations in respect of Port Health.

(e) Shared Regulatory Services Fees and Charges 2026-27 (CX) –

The report set out the proposed fees to be charged by Shared Regulatory Services (SRS) in the 2026-27 financial year, for a range of licensing and other services. The Joint Committee was asked to approve the recommendations made with respect to the setting of those fees for which it had responsibility.

For completeness, the accompanying schedule also set out fees which SRS would be required to charge during the 2026-27 financial year, but which were set by external bodies such as the Association of Port Health Authorities and the UK and Welsh Governments.

Having consider the report, the Committee

RESOLVED – T H A T the Shared Regulatory Services charging and fee proposals, as set out in Part One to the Annex of the report be agreed, with their implementation from 1<sup>st</sup> April, 2026 also agreed.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.

(f) Shared Regulatory Services Budget Savings (CX) –

The report outlined the background and context to the funding of Shared Regulatory Services (SRS) by the three partner Authorities.

It was

RESOLVED – T H A T the content of the report be noted, with a view to decisions being made on the Shared Regulatory Services Budget Savings report under Part II of the agenda.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.

(g) Exclusion of Press and Public –

RESOLVED – T H A T under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 4 of Schedule 12A (as amended) of the Act, the relevant paragraphs of the Schedule being referred to in brackets after the minute heading.

(h) Matter Which the Chair had Decided was Urgent –

RESOLVED – T H A T the following matter which the Chair had decided was urgent for the reason given beneath the minute heading be considered.

(i) Shared Regulatory Services Budget Savings 2026-27 (CX) (Exempt Information – Paragraph 15) –

**(Urgent by reason of the need for the Joint Committee to consider the budget proposals in a timely manner as part of the current budget setting process)**

The report outlined the background and context to the funding of Shared Regulatory Services (SRS) by the three partner Authorities.

As requested by the partner Authorities, scenarios were outlined to explore the feasibility and impact of savings being achieved in the order of 3%, 5% and 8% (of the 2025-26 core services budget), ahead of the 2026-27 financial year.

Having considered the report, it was

RESOLVED –

(1) T H A T the content of the report in the context of agreeing the level of budget savings required of the Shared Service in 2026-27 be noted.

(2) T H A T the requirement to set a balanced budget by 31<sup>st</sup> December, 2025 as outlined in the Shared Regulatory Services Joint Working Agreement (JWA) be waived for this year, and an Extraordinary meeting be scheduled for late January 2026 (date to be confirmed) allowing feedback from the partner Authorities to ratify the Shared Regulatory Service budget for 2026-27.

Reasons for decisions

- (1) Having regard to the contents of the report and discussions at the meeting.
- (2) To enable an informed decision to be made on the level of savings required by the partner Authorities, while balancing the tight lead time before the savings needed to take effect, and allowing for the implications of the Welsh Government's Settlement for Local Government to be fully understood for each of the partner Authorities.