

Meeting of:	Shared Regulatory Services Joint Committee
Date of Meeting:	Wednesday, 24 June 2026
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Urgent Decision Procedure Used (If yes, why)	Not applicable
Item Type	Part I
Report Title:	Meetings of the Shared Regulatory Services Joint Committee.
Portfolio Holder:	Cabinet Member for Community Engagement, Equalities and Regulatory Services
Lead Officer(s):	Head of Democratic Services Head of Shared Regulatory Services

1.0 What is this report about?

- 1.1 This report is provided to allow the Shared Regulatory Services Joint Committee to confirm arrangements and formats for future formal Committee meetings, in terms of remote meetings and the video conference system used to support meetings.
- 1.2 It is recommended that the Joint Committee agrees to hold meetings on a remote basis via Microsoft Teams, with the recordings of such meetings uploaded to social media a few hours after the meeting as been held.
- 1.3 The report asks the Committee to agree that meetings be held on a hybrid or in-person basis, when the Chair of the Joint Committee (in consultation with the Head of Democratic Servies) considers that business such as the appointment of the Head of Shared Regulatory, would have merit being conducted face to face in person.

2.0 What are the Recommendations?

	Recommendations – What and How?	Reason for Recommendation – Why?
1	That the Shared Regulatory Joint Committee agrees to hold formal meetings on a remote basis via Microsoft Teams, with the recordings of such meetings uploaded	To ensure that the business of the Joint Committee is conducted as efficiently as

	Recommendations – What and How?	Reason for Recommendation – Why?
	to social media a few hours after the meeting has been held.	possible via the most appropriate meeting format.
2	That the Joint Committee agrees to holding formal Committee meetings on a hybrid or in-person basis, for its Annual General Meetings and when the Chair of the Joint Committee (in consultation with the Head of Democratic Services) considers that business such as the appointment of the Head of Shared Regulatory, would have merit being conducted face to face in person.	To provide for in person face to face meetings when the need arises.

3.0 What is the background to this report?

- 3.1 This report has been produced following previous instance where members of the Joint Committee have had connection issues whilst joining a remote meeting.
- 3.2 Therefore, on occasions, formal meetings have had to move Microsoft Teams to ensure quoracy and to transact business of the Committee in a timely fashion.

4.0 What issues are there to be considered?

- 4.1 This report requests the Shared Regulatory Services Joint Committee to confirm arrangements and formats for future formal meetings, in terms of remote meetings and the video conference system used to support meetings.
- 4.2 It is recommended that the Joint Committee agrees to hold meetings on a remote basis via Microsoft Teams, with the recordings of such meetings uploaded to social media a few hours after the meetings have been held.
- 4.3 The report also asks the Committee to agree that meetings be held on a hybrid or in-person basis, for its Annual General Meetings and when the Chair of the Joint Committee (in consultation with the Head of Democratic Services) considers that business such as the appointment of the Head of Shared Regulatory, would have merit being conducted face to face in person

5.0 How evidence has been used to inform the report, including the views of others?

- 5.1 It has been assessed that Joint Committee Members from Bridgend and Cardiff are more familiar with using Microsoft Teams for remote meetings, so moving to that meeting format would ensure that meetings face less disruption and are held in the most efficient manner.

6.0 Next Steps

- 6.1 Joint Committee members are requested to consider and approve the contents of the report, following which the recommendations will be enacted in full.

7.0 How does this report support the Vale 2030 and Reshaping?

- 7.1 The report enables efficient decision making which directly supports service delivery for the Shared Regulatory Services and thus implementation of Vale 2030 and the Council's Reshaping Programme.

8.0 How does this support the Five Ways of Working?

- 8.1 As the Joint Committee covers 3 local authority boundary areas (Bridgend, Cardiff and the Vale of Glamorgan), it makes decisions on a collaborative basis following the creation of the Shared Regulatory Services, which oversees Environmental Health, Trading Standards, and Licensing across Bridgend, Cardiff, and Vale of Glamorgan.
- 8.2 Under the Joint Working Agreement, the Joint Committee has responsibility to agree on a collaborative basis the budget for the Shared Service each financial year, as well overseeing critical service plans as well as the appointment process to the post of the Head of the Shared Regulatory Services.

Resources

9.0 Finance

- 9.1 There are no financial factors to consider as a direct result of this report.

10.0 Workforce

- 10.1 There are no workforce factors to consider as a direct result of this report.

11.0 Legal

11.1 Does an Equalities Impact Assessment need to be completed? If not, why?

An Equalities Impact Assessment has not been completed because this report relates solely to the format of meetings of the Joint Committee's and does not propose any changes to policy, service delivery, or operational practices that would give rise to identifiable equality impacts.

12.0 Key Contacts

- 12.1 **Who are the primary officers to contact with any comments and/or queries on the report?**

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