

SHARED REGULATORY SERVICES JOINT COMMITTEE

Minutes of the Annual Meeting held on 24th June 2026.

The meeting papers are available [here](#).

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

To view the presentation and subsequent discussion for any Part I agenda item, please click the hyperlink contained in its title below.

Representing Bridgend County Borough Council – Councillors G. Haines (Substitute for Councillor H. Williams) and M. Lewis.

Representing Cardiff City and County Council – Councillors G. Ferguson and E. Stubbs.

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

(a) [Announcement](#) –

Prior to the commencement of the business of the Committee, the Chair 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 H. Williams (Bridged County Borough Council).

(c) [Appointment of Chair](#) –

RESOLVED – T H A T Councillor H. Williams be appointed Chair for the Municipal year and in line with the Joint Working Agreement.

(d) [Appointment of Vice-Chair](#) –

RESOLVED – T H A T Councillor E. Stubbs be appointed Vice-Chair for the Municipal year and in line with the Joint Working Agreement.

(e) [Declarations of Interest](#) –

No declarations of interest were received.

(f) [Minutes](#) –

RESOLVED – T H A T the minutes of the meeting held on 25th March 2026 be approved as a correct record.

(g) [Shared Regulatory Services Unaudited Statement of Accounts \(HOF/S151O\)](#) –

The Unaudited Shared Regulatory Services (SRS) Statement of Accounts 2025/26 had been prepared in accordance with the proper practices as set out in the CIPFA/ LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code). The Statement was complete, and the informed Committee of the financial position of the SRS prior to final audit in respect of financial year 2025/26.

The Statement of Accounts was subject to Audit. The Committee was asked to authorise the Chair and the Head of Finance to sign and release the SRS Statement of Accounts to Audit Wales.

RESOLVED –

(1) T H A T the contents of the report be noted.

(2) T H A T the Chair and Head of Finance be authorised to sign the Unaudited Statement of Accounts 2025/26 for its release to Audit Wales.

[Reasons for decisions](#)

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

(2) To facilitate the completion of the audit of the accounts.

(h) [Shared Regulatory Services Annual Report 2025-26 \(DEH\)](#) –

The Shared Regulatory Service (SRS) was a collaboration between Bridgend County Borough Council, the County Council of the City and County of Cardiff and the Vale of Glamorgan Council which had commenced on 1st May 2015 and was charged with the provision of Regulatory Services across the three Authorities.

The Joint Working Agreement required the Head of SRS and the Head of Finance to produce an Annual Report which, once approved by the Committee, be forwarded to the partner Councils.

The Shared Regulatory Service (SRS) continued to deliver a wide range of regulatory functions across Bridgend, Cardiff and the Vale of Glamorgan, supporting the health, safety and economic wellbeing of residents and businesses.

The report demonstrated that during 2025-26, the Service had made strong progress in delivering its Business Plan priorities despite continued pressures on staffing and resources. This included:

- Implementation of the Regulatory Services Apprenticeship, strengthening long-term workforce sustainability;
- Continued delivery of statutory functions across Shared Regulatory Services;
- Significant enforcement outcomes across the service;
- Ongoing development of income-generating services and business engagement.

The £8.838m 2025/26 Shared Regulatory Services (SRS) Budget was agreed by Committee on 19th February 2025. The net budget increase of £25k included an assumed 3% pay award plus an adjustment in respect of the previous year's pay shortfall, savings for this year were based on the assumed cost of the pay award being self-funded by the SRS.

As of 31st March 2026, the SRS had achieved an unaudited outturn deficit of £244k against the 2025/26 £8.838m budget.

The adverse variances at year end shown against all 3 Authorities could be associated with both the Authority Specific and Core elements of the SRS budget and was further detailed within the report.

This position was subject to the completion of the external audit of these accounts by Audit Wales.

RESOLVED –

(1) T H A T the report be approved, and the Chief Executive, Vale of Glamorgan Council, be authorised to forward a copy of the report to the Heads of Paid Service for the other partner Councils.

(2) T H A T the 2025-26 unaudited outturn position be noted

Reasons for decisions

(1) To meet the requirements set out in Clause 5.1 of the Joint Working Agreement.

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

(i) [Shared Regulatory Services Business Plan 2026-27 \(DEH\)](#) –

The report set out the process by which the draft SRS Business Plan for 2026-27 had been developed.

The report apprised Committee of the work of Shared Regulatory Services during 25/26 and identified proposals set out in the Business Plan for the Service for 2026-27.

The draft Plan required ratification by the Joint Committee and formed a part of the SRS Annual reporting process as set out in the Joint Working Agreement.

RESOLVED –

- (1) T H A T the contents of the report be approved.
- (2) T H A T the Head of the Shared Regulatory Service be authorised to make administrative amendments to the 2026/27 Business Plan should the need arise.

Reasons for decisions

- (1) Having regard to the contents of the report and discussions at the meeting.
- (2) Authorising the Head of Shared Regulatory Services to make administrative amendments to the Business Plan will enable minor changes to be made, as and when needed during the year, without the need to bring the matter back to the Joint Committee. As well as reducing the burden on the Joint Committee this approach means that minor changes can be made promptly in response to any issues that arise.

(j) [Shared Regulatory Services Health and Safety Enforcement Service Plan 2026/27 \(DEH\)](#) –

The report apprised the Committee of the work of the Health and Safety team and requested approval for the Health and Safety Enforcement Service Plan for the Shared Regulatory Services for 2026/27.

RESOLVED –

- (1) T H A T the 2026/27 Health and Safety Enforcement Service Plan be approved.
- (2) T H A T the Head of the Shared Regulatory Services be authorised to make administrative amendments to the 2026/27 Health and Safety Enforcement Service Plan should the need arise.

Reason for decisions

(1&2) To ensure the Shared Regulatory Service had robust arrangements in place to deliver its obligations as an enforcing authority under the Health and Safety at Work Act 1974 and comply with statutory guidance.

(k) [Meetings of the Shared Regulatory Services Joint Committee \(DCR\)](#) –

The report was 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.

It was recommended that the Joint Committee agree 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 had been held.

The report asked 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 Services) considered that business, such as the appointment of the Head of Shared Regulatory, would have merit being conducted face to face in person.

RESOLVED –

(1) T H A T it be agreed for formal meetings of the Shared Regulatory Services Joint Committee to be held on a remote basis via Microsoft Teams, with the recordings of such meetings uploaded for public viewing a few hours after the meeting has been held.

(2) T H A T it be agreed to hold formal Shared Regulatory Services Joint 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) considered that business such as the appointment of the Head of Shared Regulatory, would have merit being conducted face to face in person.

Reasons for decisions

(1) To ensure that the business of the Joint Committee was conducted as efficiently as possible via the most appropriate meeting format.

(2) To provide for in person face to face meetings when the need arose.