

SHARED REGULATORY SERVICES JOINT COMMITTEE

Decision Notice – Remote Meeting – 22nd June, 2021.

The Committee agenda is available [here](#)

The Meeting recording is available [here](#).

Present:

Representing Bridgend County Borough Council - Councillors D. Lewis and D. Patel.

Representing Cardiff City and County Council – Councillors Mrs. N. Mackie and M. Michael (Cardiff) and

Representing the Vale of Glamorgan Council – Councillors J.W. Thomas and E. Williams.

AGENDA ITEM 1. APPOINTMENT OF CHAIRMAN –

RESOLVED – T H A T Councillor M. Michael be appointed to the position of Chairman for the current municipal year.

AGENDA ITEM 2. APPOINTMENT OF VICE-CHAIRMAN –

RESOLVED – T H A T Councillor E. Williams be appointed to the position of Vice-Chairman for the current municipal year.

AGENDA ITEM 4. MINUTES –

RESOLVED - T H A T the minutes of the meeting held on 23rd March, 2021 be approved as a correct record.

AGENDA ITEM 5. DECLARATIONS OF INTEREST –

No declarations of interest were received.

AGENDA ITEM 6: SHARED REGULATORY SERVICES ANNUAL REPORT (DEH/HOF/S1510) -

RESOLVED –

(1) T H A T the contents of the report be approved and the Managing Director, 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 Draft Statement of Accounts 2020/21 and the Annual Governance Statement 2020/21 be approved.

Reasons for decisions

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

(2) To formally commence the audit of the accounts for 2020/21.

AGENDA ITEM 7: SHARED REGULATORY SERVICES BUSINESS PLAN (DEH) –

RESOLVED –

(1) T H A T the Joint Committee note the content of the report and the Shared Regulatory Business Plan for 2021/22 be approved.

(2) T H A T the Head of the Shared Regulatory Service be authorised to make administrative amendments to the 2021/22 Business Plan should the need arise.

Reason for decisions

(1) The Joint Working Agreement (JWA) specified (at clause 14) that each year, the Head of Shared Regulatory Services would develop a draft Business Plan under the direction of the Management Board. The purpose of the Business Plan, as specified by the JWA, was to update the information contained in the previous Business Plan; and to identify the proposals for service activities, business and financial objectives, efficiency targets, business continuity planning, risk management, indicative staffing levels and changes, performance targets, costs and income. The JWA further specified that a draft Business Plan be submitted to the Joint Committee for approval, and, once approved, circulated to each participant authority's Head of Paid Service.

(2) Authorising the Head of Shared Regulatory Services to make administrative amendments to the Business Plan would 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 meant that minor changes could be made promptly in response to any issues that arose.