

SHARED REGULATORY SERVICES JOINT COMMITTEE

Decision Notice –Remote Annual Meeting, 19 June, 2024.

The Committee agenda is available [here](#).

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

Representing Bridgend County Borough Council – Councillor M. Lewis.

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

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

AGENDA ITEM 1. APPOINTMENT OF CHAIR –

RESOLVED – T H A T Councillor N. Mackie be appointed to the position of Chair for the current Municipal year and in line with the Joint Working Agreement.

AGENDA ITEM 2. APPOINTMENT OF VICE-CHAIR –

RESOLVED – T H A T Councillor R. Sivagnanam be appointed to the position of Vice-Chair for the current Municipal year and in line with the Joint Working Agreement.

AGENDA ITEM 3. APOLOGY FOR ABSENCE –

This was received from Councillor H. Williams (Bridgend County Borough Council).

AGENDA ITEM 4. MINUTES –

RESOLVED– T H A T the minutes of the meeting held on 20th March, 2024 be approved as a correct record.

AGENDA ITEM 5. DECLARATIONS OF INTEREST –

No declarations of interest were received.

AGENDA ITEM 6. SHARED REGULATORY SERVICES UNAUDITED STATEMENT OF ACCOUNTS 2023/24 (HF/S151) –

RESOLVED –

- (1) T H A T the content of the report be noted and approved.
- (2) T H A T the Shared Regulatory Services' Statement of Accounts be approved electronically by Members by 28th June, 2024, therefore enabling the final sign off to occur by 30th June, 2024 deadline.
- (3) T H A T the Chair and Head of Finance be authorised to sign the Unaudited Statement of Accounts 2023/24 for its release to Audit Wales.

Reasons for decisions

- (1) In order to approve the Unaudited Statement prior to the deadline.
- (2&3) In order to facilitate the completion of the audit of the accounts.

AGENDA ITEM 7. SHARED REGULATORY SERVICES ANNUAL REPORT 2023/24 (DEH) –

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 2023-24 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

AGENDA ITEM 8. SHARED REGULATORY SERVICES BUSINESS PLAN 2024/25 (DEH) –

RESOLVED –

- (1) T H A T the content of the report be noted and the Shared Regulatory Services Business Plan for 2024/25 be approved.

(2) T H A T the Head of the Shared Regulatory Service be authorised to make administrative amendments to the 2024/25 Business Plan should the need arise.

Reasons for decisions

(1) The Joint Working Agreement (JWA) specifies (at clause 14) that each year, the Head of Shared Regulatory Services will develop a draft Business Plan under the direction of the Management Board.

(2) The purpose of the Business Plan, as specified by the JWA, is 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 specifies that a draft Business Plan is submitted to the Joint Committee for approval, and that once approved, it is circulated to each participant authority's Head of Paid Service.

(3) 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.

AGENDA ITEM 9. SHARED REGULATORY SERVICES HEALTH AND SAFETY ENFORCEMENT SERVICE PLAN 2024/25 (DEH) –

RESOLVED –

(1) T H A T the 2024/25 Health and Safety Enforcement Service Plan be approved.

(2) T H A T the Head of the Shared Regulatory Service be authorised to make any administrative amendments to the 2024/25 Health and Safety Enforcement Service Plan should the need arise.

Reasons for decisions

(1&2) To ensure the Shared Regulatory Service has 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.

AGENDA ITEM 10. APPOINTMENT OF PROPER OFFICERS (DEH) –

RESOLVED – T H A T the following persons be appointed as Proper Officers and Port Medical Officers for the purposes of the legislation set out in the report.

- Siobhan Adams – Consultant in Health Protect

- James Adamson – Consultant in Health Protection
- Richard Firth – Consultant in Health Protection
- Beverly Griggs – Consultant in Health Protection
- Susan Mably - Consultant in Health Protection
- Elizabeth Marchant - Consultant in Health Protection
- Keith Neal - Consultant in Communicable Disease Control
- Giri Shankar – Consultant in Communicable Disease Control
- Wendi Shepherd – Consultant in Health Protection
- Rhianwen Stiff - Consultant in Communicable Disease Control
- Christopher Johnson – Consultant Epidemiologist
- David Ishola - Consultant Epidemiologist
- Emily Steggall – Consultant Epidemiologist
- Daniel Thomas – Consultant Epidemiologist
- Christopher Williams – Consultant Epidemiologist

Reason for decision

The current list of Proper Officers/ Port Medical Officers is out of date and requires amendment, with the amendments detailed above.