

SHARED REGULATORY SERVICES JOINT COMMITTEE

Decision Notice – Remote Meeting, 25th September, 2024.

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

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

Representing Bridgend County Borough Council – Councillor M. Lewis and H. Williams.

Representing Cardiff City and County Council – Councillor N. Mackie (Chair).

Representing the Vale of Glamorgan Council – Councillors P. Drake and R. Sivagnanam (Vice-Chair).

AGENDA ITEM 1. APOLOGY FOR ABSENCE –

This was received from Councillor M. Michael (Cardiff City and County Council).

AGENDA ITEM 2. MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 19th June, 2024 be approved as a correct record, subject to the inclusion of a declaration of interest by the Chair, Councillor Mackie, concerning Agenda Item: 7 – Shared Regulatory Services Annual Report 2023/24. The nature of her interest was that she was a leaseholder of a property that could potentially benefit from grant funding with regard to repairing fire safety issues for leaseholders that are not of their making. This was a personal, not prejudicial, interest.

AGENDA ITEM 3. DECLARATIONS OF INTEREST –

No declarations of interest were received.

AGENDA ITEM 4. OVERVIEW AND UPDATE ON SHARED REGULATORY SERVICES (DEH) –

RESOLVED –

- (1) T H A T the contents of the report be noted and agreed.
- (2) T H A T the 2024-25 Communicable Disease Plan be approved.

(3) T H A T the Head of Shared Regulatory Services be authorised to make administrative amendments to the Communicable Disease Plan 2024-25, should the need arise.

Reasons for decisions

- (1) Having regard to the contents of the report and discussions at the meeting.
- (2) To ensure that the Shared Regulatory Service has robust arrangements in place to deliver its obligations in respect of Communicable Disease.
- (3) To authorise minor changes to be made, should the need arise, during the lifetime of the Communicable Disease Plan, without the need for it to be brought back to the Joint Committee.

AGENDA ITEM 5. SHARED REGULATORY SERVICES FOOD AND FEED LAW ENFORCEMENT SERVICE PLAN 2024/25 (DEH) –

RESOLVED –

- (1) T H A T the 2024/25 Food and Feed Law Enforcement Plan be approved.
- (2) T H A T the Head of the Shared Regulatory Services be authorised to make administrative amendments to the 2024/25 Food and Feed Law Enforcement Service Plan should the need arise.

Reasons for decisions

- (1) In order that the partner Local Authorities can set out their Enforcement Plan and subsequently can discharge their statutory responsibilities under the relevant legislation.
- (2) To enable the Head of the Shared Regulatory Services to update the Plan should any changes in law or best practice be introduced during the period in question.

AGENDA ITEM 6. REVIEW OF THE SHARED REGULATORY SERVICES – COMPLIANCE AND ENFORCEMENT POLICY (DEH) –

RESOLVED –

- (1) T H A T the revised Shared Regulatory Services Compliance and Enforcement Policy and accompanying Annexes, to be used by Shared Regulatory Services, be approved.
- (2) T H A T the adoption of the revised Policy by the respective Councils for those functions undertaken by the Shared Service on their behalf be recommended and endorsed.

(3) T H A T the Head of Shared Regulatory Services be authorised to make minor administrative amendments and updates to the revised Compliance and Enforcement Policy once implemented, should the need arise.

Reasons for decisions

(1) To ensure that the Policy continues to reflect the full remit of the Shared Service and remains current, relevant, and fit for purpose.

(2) To ensure that the revised Policy will be adopted by each of the three partner Local Authorities.

(3) To ensure that during the lifetime of the revised Policy (i.e. prior to its next full review), minor updates and amendments can be incorporated without the need to seek approval on each occasion from the Joint Committee.