

No.

## SHARED REGULATORY SERVICES JOINT COMMITTEE

Minutes of a remote meeting held on 22<sup>nd</sup> 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.

### (a) Appointment of Chairman –

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

### (b) 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.

### (c) Minutes –

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

### (d) Declarations of Interest –

No declarations of interest were received.

### (e) Shared Regulatory Services Annual Report (DEH/HOF/S1510) -

The purpose of the report was to advise Members on the performance and financial position of the Shared Regulatory Service for the 2020/21 financial year.

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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 that commenced on the 1<sup>st</sup> May 2015, and was charged with the provision of Regulatory Services across the 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 was forwarded to the partner Councils.

The report illustrated that the traditional reporting regimes and delivery of some statutory duties had been impacted significantly by the coronavirus outbreak. The consequences of the coronavirus would impact on 2021/22 performance and income. Activity areas and significant service achievements covered in the Annual report included:

- Human resources.
- Operational performance.
- Improving Health and wellbeing.
- Safeguarding the vulnerable.
- Protecting the environment.
- Animal welfare.
- Air quality.
- Supporting the local economy.
- Maximising the use of resources.
- Financial Performance.
- Future challenges.

It was noted that the SRS was reporting an overall underspend against the 2020/21 gross revenue budget. The position for 2020/21 included the achievement of a savings target of £166k required by the Partner Authorities from the 20/21 budget. The previously forecast overspend position had been mitigated by a £493k contribution towards costs received from Welsh Government in respect of an animal welfare investigation. Covid-19 had also impacted on the income generating ability of the SRS. In 2020/21, £48k had been received from Welsh Government in respect of income loss claims submitted.

Additionally, £343k had been received from Welsh Government in respect of claims made against the Covid-19 Hardship Grant which funded the additional activities undertaken in the Covid Compliance and Enforcement teams. Three teams were created mid-year to cover the SRS region. The service had also supported the two Health Boards that covered the SRS region in the provision of the Test, Trace and Protect service, with unbudgeted expenditure recouped from Cardiff and Bridgend Councils TTP provisions.

Consequently, the report advised on the draft financial outturn position of the Service, and the resulting impact this had to each of the Partner Authorities, appertaining to the provisional outturn position in respect of financial year 2020/21.

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The Draft Shared Regulatory Services Statement of Accounts 2020/21 was presented to Committee, to be signed by both the Chair of the Committee and the Section 151 Officer as Treasurer of the Committee. This was attached as Supplementary Information. The Section 151 Officer advised that the outturn for 2020/21 budget was an underspend of £250k. The Joint Committee having considered the Draft Statement of Accounts for 2020/21, agreed with the contents, which would then be subject to an audit by Audit Wales. In addition, the Joint Committee also approved the Annual Governance Statement as shown on page 54 onwards of the Draft Statement of Accounts.

Members of the Joint Committee expressed their thanks and appreciation for all the hard work undertaken by SRS staff during the Covid-19 pandemic.

Subsequently, it was

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.

(f) Shared Regulatory Services Business Plan (DEH) –

The purpose of the report was to seek Committee approval for the Shared Regulatory Services (SRS) Business Plan.

The report sets out the process by which the draft SRS Business Plan for 2021/22 had been developed

The draft plan attached at Appendix A to the report required ratification by the Joint Committee and formed a part of the SRS annual reporting process set out in the Joint Working Agreement.

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.

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(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.