

**Schedule 5 - Scheme of Delegation of Executive Functions to the Executive,  
Committees of the Executive and Officers**

This Report is presented to the adjourned annual meeting of the Council on 1 May 2014 in accordance with Standing Orders A1.2(viii) and (xiii) and C2 to C4 for inclusion in the Council's Constitution.

1. The names, addresses and wards of the people appointed to the Executive by the Mayor are set out below:

<b>Name</b>	<b>Address</b>	<b>Electoral Ward</b>
Deputy Mayor and Executive Lead for Strategic Planning, Housing and Energy - Councillor David Thomas	54 Lower Fowden Broadsands Paignton TQ4 6HS	Blatchcombe
Executive Lead for Culture and the Arts - Councillor Dave Butt	90 Marldon Road Paignton TQ3 3NW	Preston
Executive Lead for Safer Communities, Highways, Environment and Sport - Councillor Robert Excell	Excell Studio 203 Union Street Torre Torquay TQ1 4BY	Tormohun
Executive Lead for Health and Wellbeing - Councillor Chris Lewis	7 Lutyens Drive Paignton TQ3 3LA	Preston
Executive Lead for Business Planning and Governance - Councillor Derek Mills	5 Bascombe Close Churston Brixham TQ5 0JR	Churston with Galmpton
Executive Lead for Children, Schools and Families - Councillor Ken Pritchard	62 Lower Fowden Elbury Cove Paignton TQ4 6HS	Churston with Galmpton
Executive Lead for Tourism and Harbours - Councillor Jeanette Richards	Montana 217 Dartmouth Road Paignton TQ4 6LG	Blatchcombe
Executive Lead for Adult Social Care and Older People - Councillor Christine Scouler	4 Merryland Close Preston Paignton TQ3 1HT	Preston

2. The Mayor is responsible for the discharge of all executive functions (except as specified in paragraph 3. below). Executive Leads will have an advisory role in relation to the areas of responsibility set out below.

	<b>Portfolio:</b>	<b>Corporate Lead for:</b>	<b>Main Director/ Executive Head</b>
<p>Mayor Gordon Oliver</p> <p>(Executive Lead for Employment and Regeneration, Finance and Audit)</p>	<ul style="list-style-type: none"> <li>● Built Environment</li> <li>● Employment and Skills</li> <li>● Business support</li> <li>● Regeneration                             <ul style="list-style-type: none"> <li>● Business Relocation, Creation and Growth (inc. social enterprise/apprenticeships)</li> </ul> </li> <li>● Inward Investment</li> <li>● Property (assets)</li> <li>● Estates</li> <li>● <i>(Torbay Economic Development Company)</i></li> <li>● <i>(Local Enterprise Partnership)</i></li> <li>● <i>(Events Forum)</i></li> <li>● Financial (including Capital and Revenue Budget and Budget Monitoring)</li> <li>● Corporate debt and creditor payments</li> <li>● Revenue and Benefits</li> <li>● Business Rates</li> </ul> <p><i>(Devon Audit Partnership)</i></p> <p><i>(Local Enterprise Partnership)</i></p>	<p><b>Prosperity:</b></p> <ul style="list-style-type: none"> <li>■ Job-led regeneration focusing on specific sectors.</li> <li>■ Create the right environment for inward investment.</li> <li>■ Continue to progress with the South Devon Link Road.</li> <li>■ Adhere to sympathetic regeneration.</li> <li>■ Encourage public and private sectors to develop employment of apprentices.</li> <li>■ Continued to provide value for money for our communities by:                             <ul style="list-style-type: none"> <li>○ Reducing costs/increasing income/improving productivity so increases in council tax are kept low.</li> </ul> </li> </ul>	<p>Director of Place</p> <p>Chief Operating Officer Economic Development Company</p> <p>Executive Head Finance</p>

	<b>Portfolio:</b>	<b>Corporate Lead for:</b>	<b>Main Director/ Executive Head</b>
<p>Deputy Mayor and Executive Lead for Strategic Planning, Housing and Energy</p> <p>Councillor David Thomas</p>	<ul style="list-style-type: none"> <li>• Spatial Planning</li> <li>• Housing Standards</li> <li>• Housing Options</li> <li>• Affordable housing</li> <li>• Facilities management</li> <li>• Energy</li> </ul>	<p><b>Prosperity:</b></p> <ul style="list-style-type: none"> <li>■ Support the creation of Town Centres Business Improvement Districts.</li> <li>■ Revitalise the retail offer in the town centres.</li> <li>■ Plan for the supply and demand of energy for the Bay.</li> </ul> <p><b>Health:</b></p> <ul style="list-style-type: none"> <li>■ Reduce local greenhouse gas emissions.</li> </ul> <p><b>Happiness:</b></p> <ul style="list-style-type: none"> <li>■ Ensure an appropriate supply of quality housing within communities.</li> </ul>	<p>Director of Place</p>
<p>Executive Lead for Culture and the Arts</p> <p>Councillor Dave Butt</p>	<ul style="list-style-type: none"> <li>• Culture, museums, archives, theatres, libraries, arts</li> <li>• Libraries supporting education and health</li> <li>• Theatre contracts and arts development grants</li> <li>• Museum grants</li> <li>• Music for schools</li> </ul> <p><i>(Arts Council Regional Board)</i>  <i>(Creative Torbay)</i>  <i>(Archives – Devon County Council Partnership)</i>  <i>(Cultural Champion for Torbay)</i></p>	<p><b>Happiness:</b></p> <ul style="list-style-type: none"> <li>■ Work towards creating a sustainable and flourishing leisure, culture and tourism sector that is open to residents and visitors.</li> </ul>	<p>Executive Head Residents and Visitor Services</p>

	<b>Portfolio:</b>	<b>Corporate Lead for:</b>	<b>Main Director/ Executive Head</b>
<p>Executive Lead for Safer Communities, Highways, Environment and Sport</p> <p>Councillor Robert Excell</p>	<ul style="list-style-type: none"> <li>• Safer Communities</li> <li>• Food Safety and Standards</li> <li>• Safety and Licensing</li> <li>• Trading Standards</li> <li>• Community Protection</li> <li>• Domestic Abuse Services</li> <li>• Partnerships</li> <li>• Localism</li> <li>• Closing the Gap</li> <li>• Cemeteries and Crematoria</li> <li>• Communication</li> <li>• Consultation</li> <li>• Community Development including Community Partnerships</li> <li>• Voluntary Sector Development</li> <li>• Champion for Volunteers</li> <li>• Emergency Planning</li> <li>• Corporate Health and Safety</li> <li>• Corporate Security - CCTV</li> <li>• Parking</li> <li>• Sport</li> <li>• Flooding and Drainage</li> <li>• Street Lighting</li> <li>• Strategic Transport</li> <li>• Highways management</li> <li>• Tree Services</li> <li>• Environmental Policy (including waste and carbon reduction)</li> </ul>	<p><b>Health:</b></p> <ul style="list-style-type: none"> <li>■ Promote sport and outdoor activity to improve health and wellbeing.</li> <li>■ Continue to work on the Closing the Gap Strategy and roll out to other areas by involving communities.</li> <li>■ Reduce the negative impact of alcohol, obesity, tobacco and drugs on our communities.</li> <li>■ With partners, use the principles of Early Intervention and Early Prevention in supporting communities (joint with Councillors Lewis and Scouler).</li> </ul> <p><b>Happiness:</b></p> <ul style="list-style-type: none"> <li>■ Work towards keeping crime low by: <ul style="list-style-type: none"> <li>○ Maintaining focus on the night-time economy; and</li> <li>○ Working with the Police and Crime Commissioner for resources to ensure crime levels remain low and people feel safe.</li> </ul> </li> <li>■ Jointly engage and involve communities to resolve local issues in neighbourhoods.</li> <li>■ Engage with communities in rolling out locality workings and community budgets as part of localism.</li> </ul>	<p>Director of Public Health</p> <p>Executive Head Community Safety</p> <p>Executive Head Residents and Visitor Services</p>

	<b>Portfolio:</b>	<b>Corporate Lead for:</b>	<b>Main Director/ Executive Head</b>
	<p><i>(Waste Disposal (TOR2))</i>  <i>(Torbay Coast and Countryside Trust)</i>  <i>(Environment Agency)</i></p> <p><i>(Community Safety Partnership)</i>  <i>(Riviera International Conference Centre)</i></p>	<p><b>Prosperity:</b></p> <ul style="list-style-type: none"> <li>■ Monitor the TOR2 contract for improved recycling, waste and clean streets.</li> <li>■ Lobby to improve rail services.</li> <li>■ Make it easier to get around the Bay by developing integrated transport where feasible.</li> </ul>	<p>Director of Place</p> <p>Executive Head Residents and Visitor Services</p>
<p>Executive Lead for Health and Wellbeing</p> <p>Councillor Chris Lewis</p>	<ul style="list-style-type: none"> <li>● Public Health <ul style="list-style-type: none"> <li>Health Improvement</li> <li>Health Protection and Infection Control</li> <li>NHS Healthcare (incl GP and Hospitals)</li> <li>Services &amp; Support</li> </ul> </li> <li>● Troubled Families (with Councillor Pritchard)</li> <li>● Corporate Health and Safety</li> <li>● Community Health</li> </ul> <p><i>(Health and Wellbeing Board)</i></p>	<p><b>Health:</b></p> <ul style="list-style-type: none"> <li>■ Reduce the negative impact of alcohol, obesity, tobacco and drugs on our communities.</li> <li>■ With partners, use the principles of Early Intervention and Early Prevention in supporting communities.</li> </ul>	<p>Director of Public Health</p> <p>Executive Head Community Safety</p>

	<b>Portfolio:</b>	<b>Corporate Lead for:</b>	<b>Main Director/ Executive Head</b>
<p>Executive Lead for Business Planning and Governance</p> <p>Councillor Derek Mills</p>	<ul style="list-style-type: none"> <li>● Performance</li> <li>● Human Resources and Organisational Development (including Payroll)</li> <li>● Business Change and Programme Support</li> <li>● Risk Management</li> <li>● Information Services</li> <li>● Commercial Services</li> <li>● Governance</li> <li>● Local Democracy</li> <li>● Civic engagement</li> </ul> <p><i>(Torbay Town Centre Development Forum)</i></p>	<p><b>Prosperity:</b></p> <ul style="list-style-type: none"> <li>■ Continued to provide value for money for our communities by: <ul style="list-style-type: none"> <li>○ Reviewing the structures of the Council so they are still fit for purpose.</li> </ul> </li> </ul> <p><b>Happiness:</b></p> <ul style="list-style-type: none"> <li>■ Promote democracy, transparency and civic engagement, and when able to, re-look at the Mayoral System of Governance</li> </ul>	<p>Director of Adult Services</p> <p>Director of Place</p> <p>Executive Head Information Services</p> <p>Executive Head Commercial Services</p> <p>Executive Head Business Services</p>
<p>Executive Lead for Children, Schools and Families</p> <p>Councillor Ken Pritchard</p>	<ul style="list-style-type: none"> <li>● Safeguarding and wellbeing</li> <li>● Early Intervention</li> <li>● Children in Need</li> <li>● School Improvement</li> <li>● School Leadership</li> <li>● Youth Offending Team</li> <li>● Youth, Childrens and Family Centres</li> <li>● Early Years Services</li> <li>● Family Solutions</li> <li>● Integrated Youth Service</li> <li>● Troubled Families (with Councillor Lewis)</li> <li>● Children’s Commissioning</li> </ul> <p><i>(Health and Wellbeing Board)</i></p>	<p><b>Prosperity:</b></p> <ul style="list-style-type: none"> <li>■ Raise skills levels by working with schools and South Devon College to meet the standards set by the Department for Education for attainment and attendance.</li> <li>■ Tackling child poverty</li> </ul> <p><b>Health:</b></p> <ul style="list-style-type: none"> <li>■ Continue to improve Children safeguarding (joint with Councillor Scouler on Adults safeguarding).</li> <li>■ With partners, use the principles of Early Intervention and Early Prevention in supporting communities (joint with Councillors Excell and Scouler).</li> <li>■ Reduce teenage pregnancy.</li> </ul>	<p>Director of Children’s Services</p> <p>Director of Public Health</p> <p>Executive Head Safeguarding and Wellbeing</p>

	<b>Portfolio:</b>	<b>Corporate Lead for:</b>	<b>Main Director/ Executive Head</b>
<p>Executive Lead for Tourism and Harbours</p> <p>Councillor Jeanette Richards</p>	<ul style="list-style-type: none"> <li>• Leisure, beaches, parks and open spaces</li> <li>• Special events</li> <li>• Tor Bay Harbour Authority</li> <li>• Public toilets</li> </ul> <p><i>(English Riviera Tourism Company)</i></p>	<p><b>Happiness:</b></p> <ul style="list-style-type: none"> <li>■ Work towards creating a sustainable and flourishing leisure, culture and tourism sector that is open to residents and visitors.</li> </ul>	<p>Director of Place</p> <p>Executive Head Residents and Visitor Services</p> <p>Executive Head Tor Bay Harbour Authority</p>
<p>Executive Lead for Adult Social Care and Older People</p> <p>Councillor Christine Scouler</p>	<ul style="list-style-type: none"> <li>• Adult Services                             <ul style="list-style-type: none"> <li>Learning Disabilities</li> <li>Care Homes</li> <li>Domiciliary and Day Care</li> <li>Community Equipment</li> <li>Telecare and Telehealth</li> </ul> </li> <li>• Commissioning Older People</li> <li>• Supporting People                             <ul style="list-style-type: none"> <li>Commissioning</li> <li>Performance Management</li> <li>Community Engagement</li> </ul> </li> </ul> <p><i>(Torbay and Southern Devon Health and Care NHS Trust)</i> <i>(Health and Wellbeing Board)</i></p>	<p><b>Health:</b></p> <ul style="list-style-type: none"> <li>■ Continue to improve Adults safeguarding (joint with Councillor Lewis on Children safeguarding).</li> <li>■ With partners, use the principles of Early Intervention and Early Prevention in supporting communities (joint with Councillors Lewis and Pritchard)</li> </ul>	<p>Director of Adult Services</p>

3.
  - (i) The Deputy Mayor will be responsible for the discharge of all executive functions relating to the regeneration of the Castle Circus area of Torquay as the Mayor owns properties in this area and has a personal and prejudicial interest;
  - (ii) the Deputy Mayor will be responsible for the discharge of executive functions if the Mayor:
    - (a) is absent (e.g. on holiday) for a period of time or in cases of urgency where the Chief Operating Officer is satisfied that the Mayor cannot be reasonably contacted;
    - (b) is incapacitated through illness; or
    - (c) has a personal prejudicial interest in any matter requiring determination.
  - (iii) If the Mayor or the Deputy Mayor (Councillor David Thomas) are unable to act on a matter requiring a decision then the Chief Operating Officer shall have the power to determine any matter requiring a decision.
4. No executive committees have been appointed at the present time.
5. No executive functions have been delegated to area committees, any other authority or any joint arrangements at the present time.
6. The Mayor has also (so far as lawful) delegated to officers the discharge of those functions that are referred to in Schedule 7 and are executive functions in the manner set out in that Schedule, in accordance with (and subject to) the Council's Standing Orders in relation to the Executive.
7. So far as the Constitution requires officers to consult with "the relevant member", the areas of responsibility of the Executive Leads are as set out paragraph 2 above.