

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

This report is presented to the meeting of Council on 1 February 2018 in accordance with Standing Order C4.2(a) for inclusion in the Council's Scheme of Delegation (Schedule 5 of Part 3) of the Constitution of Torbay Council.

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

<b>Name</b>	<b>Address</b>	<b>Electoral Ward</b>
Deputy Mayor and Executive Lead Planning - Councillor Derek Mills	5 Bascombe Close Churston Brixham TQ5 0JR  (01803) 843412 or 07769369651	Churston with Galmpton
Executive Lead for Tourism, Culture and Harbours - Councillor Amil	c/o Town Hall Castle Circus Torquay TQ1 3DR  07815561301	Cockington with Chelston
Executive Lead for Environment – Councillor Vic Ellery	3 Alma Road Brixham TQ5 8QR  (01803) 854928	Berry Head with Furzeham
Executive Lead for Community Services - Councillor Robert Excell	Excell Studio 203 Union Street Torre Torquay TQ1 4BY  (01803) 212377 07811965194	Tormohun
Executive Lead IT, Libraries and Waste – Councillor Mark King	50 Oldway Road Paignton TQ3 2TF  (01803) 207114	Cockington with Chelston
Executive Lead for Customer Services and Town Centre Regeneration – Councillor Richard Haddock	Churston Farm Shop Dartmouth Road Brixham TQ5 0LL  (01803) 845837 07836 584944	St Marys with Summercombe

<b>Name</b>	<b>Address</b>	<b>Electoral Ward</b>
Executive Lead for Adults and Children – Councillor Julien Parrott	51 Princes Road Torquay TQ1 1NW  (01803) 389624	Ellacombe
Executive Lead for Health and Wellbeing – Councillor Jackie Stockman	Winsome Higher Furzeham Road Brixham TQ5 8QP  (01803) 851255	Berry Head with Furzeham

2. The elected 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.

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
<p>Elected Mayor Gordon Oliver</p> <p>Executive Lead for Assets, Finance, Governance and Corporate Services, Economic Regeneration and Transformation</p>	<p><b>Transformation:</b> Programme Management Project Management</p> <p><b>Economic Regeneration:</b> TDA Commissioning</p> <p><b>Assets:</b> Asset Management</p> <p><b>Business Services:</b> Events</p> <p><b>Finance:</b> Financial Services – Martin Phillips Creditors Debtors Payments Internal Audit Cashiers Procurement Systems Accountancy</p> <p><b>Governance and Corporate Services:</b> Communications Coroner Governance Support (Democratic and Electoral Services) Registrars Human Resources &amp; Payroll</p>	<p><input type="checkbox"/> Chief Executive/Chief Executive TDA</p> <p><input type="checkbox"/> Director of Corporate Services and Operations</p> <p><input type="checkbox"/> Director of Commercial and Transformation</p> <p><input type="checkbox"/> Head of Financial Services</p> <p><input type="checkbox"/> Executive Head Assets and Business Services</p>

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
	<p>Corporate Support (Freedom of Information and Performance)  Legal Services  Policy and Overview &amp; Scrutiny  Senior Leadership Team Strategic Support</p> <p><b>Business Development and Administration:</b>  JOT administrative &amp; Technical Support  JOT Contract Management:  Leisure contracts  Crematorium  Waste Disposal  Building Control  Homes Improvement Agency  Concessionary Fares  Analysts</p>	
<p>Deputy Mayor and Executive Lead for Planning</p> <p>Councillor Derek Mills</p>	<p><b>Planning and Transport:</b>  Planning Applications, Appeals &amp; Enforcements</p> <p><input type="checkbox"/> (Twinning)</p> <p><b>Delegated Decisions:</b> <i>Executive functions in absence of Mayor (see paragraph 3(iv) below.</i></p>	<p><input type="checkbox"/> Director of Corporate and Services and Operations</p> <p><input type="checkbox"/> Executive Head of Assets and Business Services</p>

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
<p>Executive Lead for IT, Libraries and Waste</p> <p>Councillor Mark King</p>	<p><b>Customer Services:</b> ICT Library Services</p> <p><b>Business Services:</b> TOR2 (Commissioning) &amp; Service Delivery</p>	<p><input type="checkbox"/> Director of Corporate and Services and Operations</p> <p><input type="checkbox"/> Executive Head of Customer Services</p> <p><input type="checkbox"/> Executive Head of Assets and Business Services</p>
<p>Executive Lead for Tourism, Culture and Harbours</p> <p>Councillor Nicole Amil</p>	<p><b>Business Services:</b> Harbour Authority Resort Services (Beaches) Theatres Arts &amp; Museums Culture</p> <p><input type="checkbox"/> (Armed Forces Champion) <input type="checkbox"/> (Heritage Champion)</p> <p><b>Delegated Decision:</b> <i>Tourism</i></p>	<p><input type="checkbox"/> Director of Corporate Services and Operations</p> <p><input type="checkbox"/> Executive Head of Assets and Business Services</p>

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
<p>Executive Lead for Community Services</p> <p>Councillor Robert Excell</p>	<p><b>Community Safety:</b>  Corporate Health &amp; Safety  Emergency Planning  Anti-Social Behaviour and Vulnerability (excluding town centres)  Safer Communities (excluding town centres)  CCTV &amp; Security</p> <p><b>Business Services:</b>  Parking Services  Sports Development</p> <p><b>Transport:</b>  Local Transport &amp; Strategic Transport  Highways &amp; Street scene</p>	<p><input type="checkbox"/> Director of Corporate Services and Operations</p> <p><input type="checkbox"/> Executive Head of Assets and Business Services</p> <p><input type="checkbox"/> Executive Head of Community Safety</p>
<p>Executive Lead for Adults and Children</p> <p>Councillor Julien Parrott</p>	<p><b>Children's Safeguarding:</b>  Early Help  Targeted Support Services  Multi Agency Safeguarding Hub  Single Assessment  Children in Need/Child Protection  Children Looked After/Care Leavers  Children with Disabilities  Fostering  Adoption  Independent Reviewing  Youth Offending Services  Integrated Youth Support Services  Quality Assurance  Professional Support to Torbay Safeguarding Children Board</p>	<p><input type="checkbox"/> Director of Adult and Housing</p> <p><input type="checkbox"/> Director of Children's Services</p> <p><input type="checkbox"/> Assistant Director of Children's Safeguarding</p> <p><input type="checkbox"/> Assistant Director Adults Services (NHS Trust Provider)</p> <p><input type="checkbox"/> Director of Public Health</p>

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
	<p><b>Education Learning and Skills:</b>  Early Years and Childcare  Pupil Place Planning  Special Education Needs &amp; Disability  School Admissions  School Improvement and Commissioning  School Transport  Virtual School  Children’s Centres</p> <p><b>Adult Services (NHS Trust Provider):</b>  Adult Mental Health  Adult Safeguarding  Care Homes  Commissioning &amp; Management  Community Alarms  Community Equipment  Domiciliary &amp; Day Care</p> <p><b>Adult Social Care Commissioning:</b>  Community Engagement  Healthwatch  Housing Strategy &amp; Development  NHS Advisory Service  Performance Management</p> <p><b>Public Health:</b>  Domestic Abuse</p>	

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
<p>Executive Lead for Customer Services and Town Centre Regeneration</p> <p>Councillor Richard Haddock</p>	<p><b>Business Services:</b> Town Centres</p> <p><b>Customer Services:</b> Customer Services &amp; Connections Revenue &amp; Benefits Print &amp; post Room Website Support</p> <p><b>Community Safety:</b> Anti-Social Behaviour and Vulnerability (town centres only) Safer Communities (town centres only)</p> <p><b>Delegated Decision:</b> <i>Regeneration of the Castle Circus area of Torquay</i></p> <p><b>Delegated Decision:</b> <i>contract for housing pathway for single vulnerable adults</i></p>	<p><input type="checkbox"/> Director of Corporate Services and Operations</p> <p><input type="checkbox"/> Executive Head of Customer Services</p> <p><input type="checkbox"/> Executive Head of Community Safety</p> <p><input type="checkbox"/> Executive Head Assets and Business Services</p>
<p>Executive Lead for Health and Wellbeing</p> <p>Councillor Jackie Stockman</p>	<p><b>Public Health:</b> Health Improvement Strategy and Policy Intelligence</p> <p><b>Housing (shared with Councillor Ellery):</b> Housing Strategy &amp; Development Housing Options Housing Standards</p>	<p><input type="checkbox"/> Director of Public Health</p> <p><input type="checkbox"/> Executive Head of Community Safety</p> <p><input type="checkbox"/> Director of Adults Services and Housing</p>



Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
<p>Executive Lead for Environment</p> <p>Councillor Vic Ellery</p>	<p><b>Business Services:</b> Flood Risk Management (client side) Natural Environment and Parks &amp; Open Spaces</p> <p><b>Community Safety:</b> Food &amp; Safety Licensing &amp; Public Protection Trading standards (DCC)</p> <p><b>Housing (shared with Councillor Stockman):</b> Housing Strategy &amp; Development Housing Options Housing Standards</p>	<p><input type="checkbox"/> Executive Head of Assets and Business Services</p> <p><input type="checkbox"/> Executive Head of Community Safety</p> <p><input type="checkbox"/> Director of Adults Services and Housing</p>

3.
  - (i) The Executive Lead for Customer Services and Town Centre Regeneration (Councillor Richard Haddock) will be responsible for the discharge of all executive functions relating to the regeneration of the Castle Circus area of Torquay as the elected Mayor owns properties in this area and has a pecuniary interest.
  - (ii) The Executive Lead for Customer Services and Town Centre Regeneration (Councillor Richard Haddock) will be responsible for the discharge of all executive functions relating to the contract for housing pathway for single vulnerable adults.
  - (iii) The Executive Lead for Tourism, Culture and Harbours will be responsible for the discharge of all executive functions relating to tourism due to the perceived concerns of the public in respect of the elected Mayor's interests in the tourism sector.
  - (iv) The Deputy Mayor will be responsible for the discharge of executive functions if the elected Mayor:
    - (a) is absent (e.g. on holiday) for a period of time or in cases of urgency where the Chief Executive is satisfied that the elected Mayor cannot be reasonably contacted;
    - (b) is incapacitated through illness; or
    - (c) has a pecuniary interest in any matter requiring determination.
  - (v) If the elected Mayor or the Deputy Mayor (Councillor Derek Mills) are unable to act on a matter requiring a decision then the Chief Executive shall have the power to determine any matter requiring a decision.
4. The elected Mayor has established two Executive Committees namely the Policy Development and Decision Group (Joint Operations Team) and the Policy Development Group (Joint Commissioning Team) which meet in public on a monthly basis in accordance with the Standing Orders – Executive, Committees, Access to Information and Budget and Policy Framework. Their membership and Terms of Reference are included in Schedule 4 – Terms of Reference of the Constitution.
5. No executive functions have been delegated to area committees, any other authority or any joint arrangements at the present time.
6. The elected 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.