

**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 18 October 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:

| Name | Address | Electoral Ward |
|--|---|------------------------------|
| Deputy Mayor and Executive Lead Planning and Waste- 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 Children and Housing – Councillor Cindy Stocks | 27 Ellacombe Road Torquay TQ1 3AT (01803) 295702 07787 766544 | Ellacombe |
| 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 for Customer Services – Councillor Richard Haddock | Churston Farm Shop Dartmouth Road Brixham TQ5 0LL (01803) 845837 07836 584944 | St Marys with Summercombe |

| Name | Address | Electoral Ward |
|---|---|-----------------------------|
| Executive Lead for Adults – Councillor Julien Parrott | 51 Princes Road Torquay TQ1 1NW (01803) 389624 | Ellacombe |
| Executive Lead for Adults and 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>Transformation: Programme Management Project Management</p> <p>Economic Regeneration: TDA Commissioning</p> <p>Assets: Asset Management</p> <p>Business Services: Events</p> <p>Finance: Financial Services – Martin Phillips Creditors Debtors Payments Internal Audit Cashiers Procurement Systems Accountancy</p> <p>Governance and Corporate Services: Communications Coroner Governance Support (Democratic and Electoral Services) Registrars Human Resources & Payroll</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Chief Executive/Chief Executive TDA <input type="checkbox"/> Director of Corporate Services and Operations <input type="checkbox"/> Director of Commercial and Transformation <input type="checkbox"/> Head of Financial Services <input type="checkbox"/> Executive Head Assets and Business Services |

| 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 & Scrutiny Senior Leadership Team Strategic Support</p> <p>Business Development and Administration: JOT administrative & 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 and Waste</p> <p>Councillor Derek Mills</p> | <p>Planning and Transport: Planning Applications, Appeals & Enforcements</p> <p>Business Services: TOR2 (Commissioning) & Service Delivery</p> <p><input type="checkbox"/> (Twinning) <input type="checkbox"/> (Design Review Champion)</p> <p>Delegated Decision: <i>Regeneration of the Castle Circus area of Torquay</i></p> <p>Delegated Decisions: <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 Tourism, Culture and Harbours</p> <p>Councillor Nicole Amil</p> | <p>Business Services: Harbour Authority Resort Services (Beaches) Theatres Arts & Museums Culture</p> <p><input type="checkbox"/> (Armed Forces Champion) <input type="checkbox"/> (Heritage Champion)</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>Executive Lead for Community Services</p> <p>Councillor Robert Excell</p> | <p>Community Safety: Corporate Health & Safety Emergency Planning Anti-Social Behaviour and Vulnerability (excluding town centres) Safer Communities (excluding town centres) CCTV & Security</p> <p>Business Services: Parking Services Sports Development</p> <p>Transport: Local Transport & Strategic Transport Highways & 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</p> <p>Councillor Julien Parrott</p> | <p>Adult Services (NHS Trust Provider): Adult Mental Health Adult Safeguarding Care Homes Commissioning & Management Community Alarms</p> | <p><input type="checkbox"/> Director of Adult and Housing</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>Community Equipment Domiciliary & Day Care</p> <p>Adult Social Care Commissioning: Community Engagement Healthwatch Housing Strategy & Development NHS Advisory Service Performance Management</p> <p>Public Health: Domestic Abuse</p> | |
| <p>Executive Lead for Customer Services</p> <p>Councillor Richard Haddock</p> | <p>Customer Services: Customer Services & Connections ICT Library Services Revenue & Benefits Print & post Room Website Support</p> | <p><input type="checkbox"/> Director of Corporate Services and Operations</p> <p><input type="checkbox"/> Executive Head of Customer Services</p> |

| Executive Lead | Portfolio/Service Area: | Main Director/Assistant Director/Executive Head/Lead Officer |
|---|--|---|
| <p>Executive Lead for Adults and Health and Wellbeing</p> <p>Councillor Jackie Stockman</p> | <p>Public Health: Health Improvement Strategy and Policy Intelligence</p> <p>Adult Services (NHS Trust Provider): Adult Mental Health Adult Safeguarding Care Homes Commissioning & Management Community Alarms Community Equipment Domiciliary & Day Care</p> <p>Adult Social Care Commissioning: Community Engagement Healthwatch Housing Strategy & Development NHS Advisory Service Performance Management</p> <p>Public Health: Domestic Abuse</p> <p><input type="checkbox"/> (Mental Health Champion)</p> | <p><input type="checkbox"/> Director of Adult and Housing</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 |
|---|---|--|
| Executive Lead for Environment Councillor Vic Ellery | <p>Business Services: Flood Risk Management (client side) Natural Environment and Parks & Open Spaces</p> <p>Community Safety: Food & Safety Licensing & Public Protection Trading standards (DCC)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Executive Head of Assets and Business Services <input type="checkbox"/> Executive Head of Community Safety |

| | | |
|---|--|---|
| <p>Executive Lead for Children and Housing</p> <p>Councillor Cindy Stocks</p> | <p>Housing: Housing Strategy & Development Housing Options Housing Standards</p> <p>Community Safety: Anti-Social Behaviour and Vulnerability (town centres only) Safer Communities (town centres only)</p> <p>Children’s Safeguarding: 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>Education Learning and Skills: Early Years and Childcare Pupil Place Planning Special Education Needs & Disability School Admissions School Improvement and Commissioning School Transport Virtual School Children’s Centres</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Director of Adults Services and Housing <input type="checkbox"/> Executive Head of Community Safety <input type="checkbox"/> Director of Children’s Services <input type="checkbox"/> Assistant Director of Children’s Safeguarding |
|---|--|---|

| Executive Lead | Portfolio/Service Area: | Main Director/Assistant Director/Executive Head/Lead Officer |
|----------------|--|--|
| | <i>Delegated Decision: contract for housing pathway for single vulnerable adults</i> | |

3.
 - (i) The Deputy Mayor (Councillor Derek Mills) 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 Children and Housing (Councillor Cindy Stocks) will be responsible for the discharge of all executive functions relating to the contract for housing pathway for single vulnerable adults.
 - (iii) 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.