REVISED 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:

Deputy Mayor and Executive Lead Planning and Waste- Councillor Derek Mills 5 Bascombe Close Churston Brixham TQS 0JR Churston with Galmpton Derek Mills Councillor Churston Brixham TQS 0JR Churston with Galmpton Executive Lead for Tourism, Culture and Harbours - Councillor Amil c/o Town Hall Castle Circus Torquay TQ1 3DR Cockington with Chelston Executive Lead for Children and Housing - Councillor Cindy Stocks 27 Ellacombe Road Torquay TQ1 3AT Ellacombe Executive Lead for Environment - Councillor Vic Ellery 23 Alma Road Brixham TQ5 8QR Berry Head with Furzeham Executive Lead for Community Services - Councillor Robert Excell Execell Studio 203 Union Street Torre Torquay TQ1 4BY Tormohun Executive Lead for Customer Services - Councillor Richard Haddock Churston Farm Shop Dartmouth Road Brixham TQS 0LL St Marys with Summercombe	Name	Address	Electoral Ward
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Name	Address	Electoral Ward
Executive Lead for Adults – 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	Berry Head with Furzeham
	(01803) 851255	

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	
Elected Mayor Gordon	Transformation:		Chief Executive/Chief
Oliver	Programme Management		Executive TDA
	Project Management		
Executive Lead for			Director of Corporate Services
Assets, Finance,	Economic Regeneration:		and Operations
Governance and	TDA Commissioning		
Corporate Services,	5		Director of Commercial and
Economic	Assets:		Transformation
Regeneration and	Asset Management		Tanoomaton
Transformation			Head of Financial Services
	Business Services:		Tread of T maricial Services
	Events		Executive Head Assets and
			Business Services
	Finance:		Business Services
	Financial Services – Martin Phillips		
	Creditors		
	Debtors		
	Payments		
	Internal Audit		
	Cashiers		
	Procurement		
	Systems		
	Accountancy		
	Accountancy		
	Governance and Corporate Services:		
	Communications		
	Coroner		
	Governance Support (Democratic and Electoral Services)		
	Registrars		
	Human Resources & Payroll		
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Executive Lead	Portfolio/Service Area:	Dire	in Director/Assistant ector/Executive Head/Lead icer
	Corporate Support (Freedom of Information and Performance) Legal Services Policy and Overview & Scrutiny Senior Leadership Team Strategic Support Business Development and Administration: JOT administrative & Technical Support JOT Contract Management: Leisure contracts Crematorium Waste Disposal Building Control Homes Improvement Agency		
	Concessionary Fares Analysts		
Deputy Mayor and Executive Lead for Planning and Waste	Planning and Transport: Planning Applications, Appeals & Enforcements		Director of Corporate and Services and Operations
Councillor Derek Mills	Business Services: TOR2 (Commissioning) & Service Delivery		Executive Head of Assets and Business Services
	 (Twinning) (Design Review Champion) 		
	Delegated Decision: Regeneration of the Castle Circus area of Torquay		
	Delegated Decisions: Executive functions in absence of Mayor (see paragraph 3(iv) below.		

Executive Lead	Portfolio/Service Area:	Dir	in Director/Assistant ector/Executive Head/Lead icer
Executive Lead for Tourism, Culture and Harbours	Business Services: Harbour Authority Resort Services (Beaches)		Director of Corporate Services and Operations
Councillor Nicole Amil	Theatres Arts & Museums Culture		Executive Head of Assets and Business Services
	 (Armed Forces Champion) (Heritage Champion) 		
Executive Lead for Community Services	Community Safety: Corporate Health & Safety Emergency Planning		Director of Corporate Services and Operations
Councillor Robert Excell	Anti-Social Behaviour and Vulnerability (excluding town centres) Safer Communities (excluding town centres) CCTV & Security		Executive Head of Assets and Business Services
	Business Services: Parking Services Sports Development		Executive Head of Community Safety
	Transport: Local Transport & Strategic Transport Highways & Street scene		
Executive Lead for Adults	Adult Services (NHS Trust Provider): Adult Mental Health		Director of Adult and Housing
Councillor Julien Parrott	Adult Safeguarding Care Homes Commissioning & Management		Assistant Director Adults Services (NHS Trust Provider)
	Community Alarms		Director of Public Health

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
	Community Equipment Domiciliary & Day Care	
	Adult Social Care Commissioning: Community Engagement Healthwatch Housing Strategy & Development NHS Advisory Service Performance Management	
	Public Health: Domestic Abuse	
Executive Lead for Customer Services	Customer Services: Customer Services & Connections ICT	 Director of Corporate Services and Operations
Councillor Richard Haddock	Library Services Revenue & Benefits Print & post Room Website Support	 Executive Head of Customer Services
Executive Lead for Health and Wellbeing Councillor Jackie Stockman	Public Health: Health Improvement Strategy and Policy Intelligence	Director of Public Health
	(Mental Health Champion)	

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
Executive Lead for Environment	Business Services: Flood Risk Management (client side) Natural Environment and Parks & Open Spaces	 Executive Head of Assets and Business Services
Councillor Vic Ellery	Community Safety: Food & Safety Licensing & Public Protection Trading standards (DCC)	 Executive Head of Community Safety

Executive Lead for	Heusing	Disector of Adulta Convince and
	Housing:	Director of Adults Services and
Children and Housing	Housing Strategy & Development	Housing
	Housing Options	
Councillor Cindy	Housing Standards	Executive Head of Community
Stocks		Safety
	Community Safety:	
	Anti-Social Behaviour and Vulnerability (town centres only)	Director of Children's Services
	Safer Communities (town centres only)	
		Assistant Director of Children's
	Children's Safeguarding:	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	
	Education Loarning and Skills:	
	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	

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

- 3. (i) The Deputy Mayor (Councillor Derek Mills) will be responsible for the discharge or 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.