

Clerk: June Gurry  
Telephone: 01803 207013  
E-mail address: [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk)  
Date: Monday, 22 May 2023

Governance Support  
Town Hall  
Castle Circus  
Torquay  
TQ1 3DR

Dear Member

## **ADJOURNED ANNUAL COUNCIL - THURSDAY, 25 MAY 2023**

I am now able to enclose, for consideration at the Thursday, 25 May 2023 meeting of the Council, the following reports that were unavailable when the agenda was printed.

<b>Agenda No</b>	<b>Item</b>	<b>Page</b>
3.	<b>Appointment of Overview and Scrutiny Co-ordinator and Scrutiny Lead Members</b>	(Page 2)
4.	<b>Appointments to Council Committees, Working Parties and Other Bodies and Appointment of Committee Chairmen/women and Vice-Chairmen/women for 2023/2024</b>	(Pages 3 - 30)
5.	<b>Calendar of Meetings for 2023/2027</b>	(Pages 31 - 36)
6.	<b>Composition and Constitution of the Cabinet and Record of Delegations of Executive Functions</b>	(Pages 37 - 39)

Yours sincerely

June Gurry  
Clerk

# Agenda Item 3

To appoint the Overview and Scrutiny Co-ordinator and the:

- Overview and Scrutiny Lead for Children's Services
- Overview and Scrutiny Lead for Adults, Community Services, Public Health and Inequalities
- Overview and Scrutiny Lead for Economic Growth and Culture
- Overview and Scrutiny Lead for Finance, Corporate and Place Based Services

(Note: Cabinet members shall not be appointed as the Overview and Scrutiny Co-ordinator or Overview and Scrutiny Leads.)

## **TORBAY COUNCIL**

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**Meeting:** Adjourned Annual Council

**Date:** 25 May 2023

**Wards Affected:** All Wards

**Report Title:** Appointments to Council Committees, Working Parties and Other Bodies and Appointment of Committee Chairmen/women and Vice-Chairmen/women for 2023/2024

**Officer Contact Details:** June Gurry, Head of Governance Support, email [june.gurry@torbay.gov.uk](mailto:june.gurry@torbay.gov.uk)

**Responsible Director:** Anne-Marie Bond, Chief Executive, email [anne-marie.bond@torbay.gov.uk](mailto:anne-marie.bond@torbay.gov.uk)

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### **1. Purpose of Report**

- 1.1 In accordance with annual appointing and the start of the new Municipal Year, to appoint the Council's committees, sub-committees, working parties, Chairmen/women and Vice-Chairmen/women. In addition to ensure the committees and working parties have appropriate terms of reference and appointments to those bodies are made in accordance with the relevant statutory requirements.
- 1.2 In respect of appointments to outside organisation and other groups, a review has been undertaken to inform the appointments process for 2023. Appointments to outside bodies are made every four years (where possible) following the whole Council elections.

### **2. Reason for Proposal and its benefits**

- 2.1 The proposals in this report help us to deliver the ambition set out in the One Torbay: Working for all Torbay Community and Corporate Plan 2019-2023, by ensuring the Council complies with relevant statutory and Constitutional requirements thereby supporting the Council to be a Council fit for the future.
- 2.2 The Constitution requires Members at the Annual Meeting of the Council to determine which committees to establish for the forthcoming municipal year, their size and terms of reference and the allocation of seats in accordance with the rules of political balance, along with the appointment of Chairmen/women and Vice-Chairmen/women.
- 2.3 The Council will establish the Licensing Committee for this municipal year and is also requested to establish the Licensing Sub-Committee at this stage in order to make effective and efficient use of resources and to ensure that the Council can continue to discharge its Licensing function prior to a full meeting of the Licensing Committee.

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### **3. Recommendation(s) / Proposed Decision**

- 1) That the overall political balance of the committees as set out at Appendix 1 be approved;
- 2) That, in accordance with the Local Protocol for Working Parties, the overall political balance of working parties as set out in Appendix 2 be approved;
- 3) That, subject to 1) and 2) above, the Terms of Reference and membership for the Council's Committee's, Sub-Committees and working parties be approved as set out in Appendix 3
- 4) That, subject to 3) above being approved, nominations from Group Leaders be received to fill the seats on the committees;
- 5) That, subject to 3) above, the Chairmen/women and Vice-Chairmen/women of those Committee's be approved as set out in Appendix 4;
- 6) That the Licensing Sub-Committee be exempted from the rules of committee proportionality as defined in the Local Government and Housing Act 1989 and supporting regulations;
- 7) That the Head of Governance Support be authorised to empanel Members from the Licensing Committee to serve on the Licensing Sub-Committee as and when required;
- 8) That, the outcome of the review and proposed appointments to the outside bodies and other groups for 2023 to 2027 set out in Appendix 5 to the submitted report be approved.

### **Appendices**

Appendix 1: Political Balance of Committees

Appendix 2: Political Balance of Working Parties

Appendix 3: Committee Terms of Reference and Membership of Committees and Working Parties

Appendix 4: Nominations for Chairmen/women and Vice-Chairmen/women

Appendix 5: Outside Bodies and Other Groups

**Background Documents:** None

# Supporting Information

## 1. Introduction

- 1.1 The political composition of the Council is 19 members of the Conservative Group, 15 members of the Liberal Democrat Group and 2 members of the Independent Group. The political balance is:

Conservative Group	19 seats	= 57.78%
Liberal Democrat Group	15 seats	= 41.67%
Independent Group	2 seats	= 5.56%

- 1.2 The proportional distribution of seats on Committees between political groups is set out at Appendix 1.
- 1.3 Whilst not a legislative requirement, the Council has included in its Constitution for Council Working Parties to also be politically balanced. Proportional distribution of seats on Working Parties is set out at Appendix 2.
- 1.4 In accordance with, Council Standing Order A1.2.9(e) and Committee and Sub-Committee Meetings Standing Order B1, the Council will also appoint the Chairmen/women and Vice-Chairmen/women for Committees, except for those Committees that meet on an ad hoc basis.
- 1.5 Appendix 3 sets out the recommended terms of reference for Council Committees, Sub-Committees and Working Parties. Amendments have been made to the Terms of Reference for the Civic Committee to include the identification of individuals to nominate for the King's Birthday Honours and New Years' Honours list. The Harbour Committee Terms of Reference has also been reviewed by the Harbour Master to ensure compliance with The Port Good Governance Guidance and Council Financial Regulations resulting in amendments clarifying the role of the Harbour Committee during the budget setting process. Lastly, the Membership of the Health and Wellbeing Board has been amended to reflect the Health and Wellbeing Boards request for all previous Non-Voting Co-opted Members to become full board Members.
- 1.6 In respect of appointments to outside organisation and other groups, a review has been undertaken to inform the appointments process for 2023. Appointments to outside bodies are made every four years (where possible) following the whole Council elections. There is no specified definition of an outside body within the Constitution. However, the Council undertook a detailed wholesale review several years ago and the following categories were defined:
- Outside body = external organisation;
  - Partnership body = involves multiple organisations in a partnership meeting arrangement;
  - Member/officer internal group = informal internal working groups whose membership includes both officers and members; and
  - Company Established by the Council = wholly owned companies (these appointments may be made by the Chief Executive under Delegated Powers or by the Council as part of the four year appointment of outside bodies).

**2. How does this proposal support the ambitions, principles and delivery of the Corporate Plan?**

- 2.1 The calculation of political balance of committees is a statutory requirement and supports all aspects of the Corporate Plan through the good governance of the Council.

**3. How does this proposal contribute towards the Council's responsibilities as corporate parents?**

- 3.1 There is no direct contribution towards the Council's responsibilities as corporate parents. The legislation ensures that nominations to the seats on committees reflects the representation of different political groups on the Council.

**4 How does this proposal tackle deprivation?**

As section 3 above.

**5. What are the financial and legal implications?**

- 5.1 The Local Government and Housing Act 1989 requires the Council to allocate seats on committees to political groups in accordance with the size of each group as a whole, unless alternative arrangements are notified to all Members and agreed without any councillor voting against them. The Council is required to observe the following principles as far as it is reasonably practicable:

(a) that not all seats on the body are allocated to the same group;

(b) that the majority of seats on the body are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;

(c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of Members of that group to the membership of the authority; and

(d) subject to paragraphs (a) to (c) above, that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of Members of that group to the membership of the authority.

- 5.2 The Council is required to determine the number of seats on each committee and the allocation of those seats to the political groups. Applying the principles of the Local Government and Housing Act 1989 and the supporting Regulations, the option for distribution would be proportional as set out at Appendix 1.

- 5.3 The allocation of seats includes a statutory bar on members of the Cabinet to be on the Overview and Scrutiny Board and a Council decision to excludes members of the Cabinet on the Audit Committee.

- 5.4 Political balance requirements may be dis-applied under Section 17, Local Government and Housing Act 1989 and Regulation 20, Local Government (Committees and Political Groups) Regulations 1990. This would allow the relevant seats to be allocated to another group. Any decision to dis-apply would require a resolution of the Council with no member voting against.
- 5.5 In respect of Working Parties, the Council's Constitution states that Working Parties considering non-executive functions will be appointed in accordance with the principles of political balance.
- 6. What are the risks?**
- 6.1 The Constitution and legislation requires the Council to undertake the annual appointments of committees, working parties and chairmen/women and vice-chairmen/women. There are no risks unless members fail to determine the matter.
- 7. Public Services Value (Social Value) Act 2012**
- 7.1 Not applicable.
- 8. Tackling Climate Change**
- 8.1 No impact.
- 9. What consultation have you carried out?**
- 9.1 The Group Leaders have received the proposed allocations to Council committees and working parties, along with the appointments to Chairmen/women and Vice-Chairmen/women and have been requested to provide nominations from their respective groups.

### Political Balance of Committees

Committee	Conservative Group	Liberal Democrat Group	Independent Group	Total
Audit Committee (excluding Cabinet Members)	4	3	0	7
Civic Committee	3	2	0	5
Employment Committee (to include a Cabinet member)	3	2	0	5
Harbour Committee	4	3	0	7
Licensing Committee (excluding Cabinet Member with responsibility for Licensing)	6	5	0	11
Overview and Scrutiny Board (excluding Cabinet Members)	5	3	1	9
Planning Committee (excluding Cabinet Member with responsibility for Planning)	5	3	1	9
Standards Committee	3	2	0	5



### Political Balance of Non-Executive Working Parties

Working Party	Conservative Group	Liberal Democrat Group	Independent Group	Total
Airshow Working Party	3	2	0	5
Community Asset Transfer Panel (including appropriate Cabinet Member)	3	2	0	5
Corporate Parenting Board	3	2	0	5
Harbour Asset Working Party (plus external advisors and membership restricted to Harbour Committee)	3	2	0	5
Harbour Budget Working Party (plus external advisors and membership restricted to Harbour Committee)	3	2	0	5
Oldway Mansion and Grounds Steering Group (Working Party)	3	2	0	5
Transport and Parking Working Party	4	2	1	7

## Schedule 4 – Terms of Reference

### Overview and Scrutiny Board and Sub-committees, Regulatory and Other Committees, Area Committees, Working Parties and Other Bodies

Name and Terms of Reference	Membership
<p><b>Audit Committee:</b></p> <ol style="list-style-type: none"> <li>1. To consider the Head of Internal Audit's annual report and opinion, and a summary of Internal Audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.</li> <li>2. To consider summaries of specific Internal Audit reports as requested.</li> <li>3. To consider reports dealing with the management and performance of the providers of Internal Audit Services.</li> <li>4. To consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.</li> <li>5. To consider the External Auditor's Annual Letter, relevant reports, and the report to those charged with governance.</li> <li>6. To consider specific reports as agreed with the External Auditor.</li> <li>7. To comment on the scope and depth of external audit work and to ensure it gives value for money.</li> <li>8. To liaise with the Public Sector Audit Appointments Ltd over the appointment of the Council's external auditor.</li> <li>9. To commission work from Internal and External Audit within approved resources.</li> <li>10. To support the Council's compliance with the CIPFA Code of Practice for Treasury Management in Public Services including the role as nominated Committee to be responsible for ensuring effective scrutiny of the capital</li> </ol>	<p>7 members of the Council excluding members of the Cabinet, in accordance with the political balance requirements</p> <p>Conservative Group (4):</p> <p>Liberal Democrat Group (3):</p>

Name and Terms of Reference	Membership
<p>strategy, treasury management strategy and policies.</p> <p>Regulatory Framework</p> <p>11. To maintain a strategic overview of the Council’s Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour (the primary responsibility for considering and ensuring that the constitution is fit for purpose lies with the Monitoring Officer and the Standards Committee in relation to the codes of conduct).</p> <p>12. To maintain a strategic overview of the Council’s compliance with the prevailing Accounts and Audit Regulations.</p> <p>13. To review any issue referred to it by the Chief Executive, a Director, the Monitoring officer, Section 151 Officer (Chief Finance Officer) or any Council body.</p> <p>14. To monitor the effective development and operation of risk management and corporate governance in the Council.</p> <p>15. To monitor council policies on ‘Raising Concerns at Work’ and the ‘Anti-fraud and corruption strategy’ and the Council’s complaints process.</p> <p>16. To consider the findings of reviews of the effectiveness of the system of internal control including the Annual Governance Statement and to recommend its adoption.</p> <p>17. To oversee the Council’s arrangements for corporate governance and consider necessary actions to ensure compliance with best practice.</p> <p>18. To review the Code of Corporate Governance.</p> <p>19. To monitor the Council’s compliance with its own and other published standards</p>	

Name and Terms of Reference	Membership
<p>and controls.</p> <p>20. To maintain a strategic overview of the Council’s compliance with the Regulation of Investigatory Powers Act 2000 (RIPA).</p> <p>Accounts</p> <p>21. To consider the External Auditor’s report to those charged with governance on issues arising from the audit of the accounts.</p> <p>22. On behalf of the Council, to consider and approve the annual statement of accounts.</p>	
<p><b>Civic Committee:</b></p> <p>1. To consider nominations for the title of Honorary Freeman and Honorary Alderman subject to, those individuals meeting the criteria as set out in Section 249 of the Local Government Act 1972 and by unanimous vote, make recommendations to the Council as to acceptance of any nominations.</p> <p>2. To identify individuals to nominate for the King’s Birthday Honours and New Years’ Honours list subject to those individuals meeting the criteria as set out in Government guidance and by unanimous vote, request the Chief Executive to consider progressing applications for potential nominees.</p>	<p>5 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (3):</p> <p>Liberal Democrat (2):</p>
<p><b>Employment Committee:</b></p> <p>1. To make recommendations to Council on the appointment of the Head of Paid Service including the terms and conditions of his/her employment.</p> <p>2. To determine appointments to post of Director or equivalent positions of the Council and senior management positions at Hay Grade 528 or above, or for the most senior management position where this is lower, for its wholly owned</p>	<p>5 members of the Council in accordance with the political balance requirements (to include a Cabinet member)</p> <p>Conservative Group (3):</p> <p>Liberal Democrat Group (2):</p>

Name and Terms of Reference	Membership
<p>companies, including the terms and conditions of contracts, appointment procedures and arrangements.</p> <p>3. To consider applications for the position of Coroner and to recommend to Council the person to be appointed to that post.</p> <p>4. To hear and determine appeals in relation to disciplinary matters, in relation to dismissal.</p> <p>5. To consider any matters referred by the Chief Executive on the appointment of Non-Executive Directors on Council owned companies.</p> <p>6. To consider any matters referred by the Chief Executive on strategic matters relating to pay and conditions.</p> <p>7. To consider any disciplinary or grievance matters in relation to the Chief Executive.</p> <p>8. To consider and determine requests for Flexible Retirement from Senior Officers.</p>	
<p><b>Harbour Committee</b></p> <p>To determine all matters relating to the strategic management of the Council's function as a Harbour Authority as stipulated in The Port Good Governance Guidance, Tor Bay Harbour Port Masterplan and the Council's Policy Framework. Specifically the Committee will:-</p> <p>1. manage all of the Harbour's financial matters in accordance with The Port Good Governance Guidance, approved Council financial procedures and the Council's aspirations for the harbour to be self financing as outlined in the Tor Bay Harbour Port Masterplan and including (but not limited to):</p>	<p>7 members of the Council in accordance with the political balance requirements, plus up to five external non-voting advisors appointed by the Committee on a four year term.</p> <p>(Group Leaders will be asked to take account of the geographical spread of members in making appointments to the Committee)</p>

Name and Terms of Reference	Membership
<p>(a) the setting of harbour charges from time to time (including in-year changes to the schedule) normally following consultation with the relevant Harbour Liaison Forums and Director of Finance</p> <p>(b) to make recommendations to the Cabinet on the annual ring-fenced Harbour revenue budget to form part of the Cabinet's overall recommendations to the Council on the Annual Revenue budget;</p> <p>(c) receiving quarterly budget monitoring reports and to approve variances as appropriate; and</p> <p>(d) monitoring the harbour reserve funds and to seek to ensure that the funds are kept above an appropriate minimum contingency level and ensure the harbour remains self-financing;</p> <p>2. to act as Duty Holder for the purposes of the Port Marine Safety Code, the accountability for which cannot be assigned or delegated;</p> <p>3. approve and monitor a business plan for Tor Bay Harbour, in line with the Council's policy framework, and address any issues relating to performance;</p> <p>4. review these terms of reference annually and request the Council to make any necessary amendments and/or additions;</p> <p>5. review annually the powers delegated to the Head of Tor Bay Harbour Authority and refer any proposed changes to the Council for determination. The Committee itself shall not authorise any changes;</p> <p>6. consider any other matters referred to the Committee by the Head of Tor Bay Harbour Authority;</p> <p>7. establish any sub-committee or working parties as the Committee sees fit;</p> <p>8. recommend the format, composition and governance of the Harbour Liaison</p>	<p>Conservative Group (4):</p> <p>Liberal Democrat Group (3):</p>

Name and Terms of Reference	Membership
<p>Forums and keep the arrangements under review;</p> <p>9. to provide strategic direction to the Head of Tor Bay Harbour Authority and the Leader of the Council in relation to those assets within Tor Bay Harbour and the harbour estate that are managed by Tor Bay Harbour Authority; and</p> <p>10. appoint advisors following receipt of recommendations from the Harbour Appointments Sub-Committee. Appointments will be merit based and be in accordance with the Local Protocol for members of the Harbour Committee.</p>	
<p><b>Harbour Appointments Sub-Committee</b></p> <p>1. To consider ad hoc applications for external advisor positions on the Harbour Committee and recommend to the Harbour Committee the persons who should be appointed to those posts as and when vacancies arise, and to determine the rolling programme for advisors tenure.</p>	<p>5 members of the Council in accordance with the political balance requirements to include the Chairman and Vice-Chairman of the Harbour Committee appointed from the Harbour Committee.</p> <p>Conservative (3):</p> <p>Liberal Democrat (2):</p>
<p><b>Health and Wellbeing Board</b></p> <p>1. To encourage those who arrange for the provision of any health or social care services in the area to work in an integrated manner for the purpose of advancing the health and wellbeing of the people in its area.</p> <p>2. To provide advice, assistance and support, as it thinks appropriate for the purpose of encouraging the making of arrangements under Section 75 (arrangements between NHS bodies and local authorities) of the National Health Service Act 2006 in connection with the provision of such services.</p>	<p>Leader of the Council or their nominee</p> <p>Director of Adults and Community Services;</p> <p>Director of Children’s Services;</p> <p>Director of Public Health;</p> <p>A representative of Healthwatch Torbay;</p> <p>A representative of Devon Clinical Commissioning Group;</p>

Name and Terms of Reference	Membership
<p>3. To encourage those who arrange for the provision of health-related services in its area to work closely with the Health and Wellbeing Board.</p> <p>4. To encourage those who arrange for the provision of any health or social care services in its area and those who arrange for the provision of any health-related services in its area to work closely together.</p> <p>5. To exercise the functions of Torbay Council and South Devon and Torbay Clinical Commissioning Group under sections 116 (health and social care: joint strategic needs assessments) and 116A (health and social care: joint health and wellbeing strategy) of the Local Government and Public Involvement in Health Act 2007, namely:</p> <ul style="list-style-type: none"> <li>• Preparation of a Joint Strategic Needs Assessment; and</li> <li>• Preparation of a Joint Health and Wellbeing Strategy.</li> </ul> <p>6. To assess needs for pharmaceutical services in Torbay and publish a statement of its first assessment and of any revised assessment.</p> <p>7. To provide the Council its opinion on whether the local authority is discharging its duty under section 116B (duty to have regard to assessment and strategies) of the Local Government and Public Involvement in Health Act 2007.</p> <p>8. To exercise the statutory duty to promote co-operation between Torbay Council, its relevant partners and other partners or bodies as the Council considers appropriate, to improve the well-being of children in the area.</p> <p>9. To consider the annual report of the Torbay Safeguarding Children's Board.</p> <p>10. To make any decisions that legislation or government guidance reserves to Health and Wellbeing Board's and/or proposes that Health and Wellbeing Boards would be appropriate forum for such decisions to be made.</p>	<p>A representative of NHS England; Cabinet Member for Children's Services; Torbay and South Devon NHS Foundation Trust; Devon Partnership NHS Trust; Torbay Community Development Trust; Chairman of Safer Communities Torbay; Chairman of Torbay Safeguarding Children Board; Chairman of Torbay Safeguarding Adults Board; Representative from Devon and Cornwall Police; Assistant Director for Community and Customer Services; Representative of the Ageing Well Assembly; Representative of Primary Care; Representative of the Department for Work and Pensions; Representative of Torbay Schools.</p>



Name and Terms of Reference	Membership
<p><b>Licensing Committee:</b></p> <p>To carry out the Licensing functions of the Council.</p>	<p>11 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (6):</p> <p>Liberal Democrat Group (5)</p>
<p><b>Licensing Sub-Committee</b></p> <p>To consider and determine all matters in connection with licensing applications (including those set out in the Statement of Licensing Policy and Gambling Act Policy/Statement of Principles).</p>	<p>To comprise 3 Members of the Licensing Committee.</p>
<p><b>Overview and Scrutiny Board:</b></p> <ol style="list-style-type: none"> <li>1. To approve and co-ordinate the work programme for the overview and scrutiny function for the year.</li> <li>2. To appoint sub-committees and/or working parties to perform the overview and scrutiny function (the membership of such bodies to be in accordance with Standing Order D2 in relation to Overview and Scrutiny).</li> <li>3. To appoint the Council's representatives to the Heart of the South West Local Enterprise Partnership (LEP) Joint Scrutiny Committee.</li> <li>4. To review or scrutinise decisions made, or other action taken, in connection with the discharge of functions which are the responsibility of the Cabinet.</li> <li>5. To make reports or recommendations to the Authority or the Cabinet with respect to the discharge of functions which are the responsibility of the Cabinet.</li> <li>6. To make reports or recommendations to the Authority or the Cabinet with</li> </ol>	<p>9 members of the Council in accordance with the political balance requirements (including the Overview and Scrutiny Co-ordinator and Overview and Scrutiny Lead Members) excluding Members of the Cabinet and the Chairman/woman of the Council plus 2 Diocesan and 2 Parent Governor Representatives</p> <p>Conservative Group (5):</p> <p>Liberal Democrat Group (3):</p> <p>Independent Group (1):</p>

Name and Terms of Reference	Membership
<p>respect to the discharge of functions which are not the responsibility of the Cabinet.</p> <p>7. To make reports or recommendations to the Authority or the Cabinet or the Council's partner authorities (as defined by the Local Government and Public Involvement in Health Act 2007) on matters which affect the Authority's area or the inhabitants of that area.</p> <p>8. To consider all matters and issues arising from the Council's power to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions in accordance with the Police and Justice Act 2006.</p> <p>9. To review and scrutinise the exercise by risk management authorities of flood risk management functions or coastal erosion risk management functions which may affect the local authority's area in accordance with Flood and Water Management Act 2010.</p>	
<p><b>Adult Social Care and Health Overview and Scrutiny Sub-Board:</b></p> <p>1. to review how the needs and interests of adults are met by all departments, policies, services and decisions; and how performance is evaluated and improved;</p> <p>2. to review universal, targeted and specialist services for adults including:</p> <ul style="list-style-type: none"> <li>• prevention and management of risk;</li> <li>• social care;</li> <li>• adults wellbeing;</li> <li>• education – supporting and enabling learning for adults;</li> <li>• internal and external partnership working for adults;</li> <li>• supporting adults and carers; and</li> <li>• relevant financial management;</li> </ul>	<p>This is a Sub-Committee of the Overview and Scrutiny Board and comprises 5 members of the Council in accordance with the political balance requirements (excluding Members of the Cabinet), Chaired by the Scrutiny Lead for Health and Adult Services.</p> <p>Conservative Group (3):</p> <p>Liberal Democrat Group (2):</p> <p><b>Non-Voting Co-opted</b></p>

Name and Terms of Reference	Membership
<ol style="list-style-type: none"> <li>3. to consider all matters and issues arising from the Council's power of scrutinising local health services in accordance with the Health and Social Care Act 2001, the National Health Service Act 2006 and Health and Social Care Act 2012;</li> <li>4. to assess the effectiveness of decisions of the Cabinet in these areas of the Council's statutory activity; and</li> <li>5. to make reports and recommendations as appropriate arising from this area of overview and scrutiny.</li> </ol>	<p><b>Members:</b></p> <p>Healthwatch (1):</p> <p>Chair of Voluntary Sector Network (1):</p>
<p><b>Children and Young People's Overview and Scrutiny Sub-Board:</b></p> <ol style="list-style-type: none"> <li>1. to review how the needs and interests of children and young people are met by all departments, policies, services and decisions; and how performance is evaluated and improved;</li> <li>2. to review universal, targeted and specialist services for children and young people including: <ul style="list-style-type: none"> <li>• prevention and management of risk;</li> <li>• social care;</li> <li>• children's and young people's wellbeing;</li> <li>• education – supporting and enabling learning for all children and young people;</li> <li>• internal and external partnership working for children and young people;</li> <li>• supporting parents and families; and</li> <li>• relevant financial management;</li> </ul> </li> <li>3. to assess the effectiveness of decisions of the Cabinet in these areas of the Council's statutory activity; and</li> </ol>	<p>This is a Sub-Committee of the Overview and Scrutiny Board and comprises 5 members of the Council in accordance with the political balance requirements (excluding Members of the Cabinet), Chaired by the Scrutiny Lead for Children's Services.</p> <p>Conservative Group (3):</p> <p>Liberal Democrat Group (2)</p> <p><b>Statutory Education Co-opted Members:</b></p> <p>Statutory parent governor representatives (primary, secondary and academy trust) (3):</p>

Name and Terms of Reference	Membership
<p>4. to make reports and recommendations as appropriate arising from this area of overview and scrutiny.</p>	<p>Statutory Church of England representative (1):</p> <p>Statutory Roman Catholic Diocesan representative (1):</p> <p><b>Non-Voting Co-opted Members:</b></p> <p>Devon and Cornwall Police representative (1):</p> <p>Torbay Youth Trust representative (1):</p> <p>Care experienced young person (1):</p> <p>Imagine This Partnership Board representative (1):</p>
<p><b>Planning Committee:</b></p> <p>1. At all times to have regard to the Development Plan (as defined in S.38 of the Planning and Compulsory Purchase Act 2004) for Torbay.</p> <p>2. To consider and (if appropriate) determine (unless such determination is reserved by law to Council) all applications and all other matters (including issuing notices, making Orders and requesting the Monitoring Officer to issue civil or criminal proceedings) relating to:</p> <p style="padding-left: 40px;">Town and Country Planning, including</p> <ul style="list-style-type: none"> <li>• Conservation Areas</li> </ul>	<p>9 members of the Council (excluding the Cabinet Lead with responsibility for Planning, in accordance with the political balance requirements) with membership comprising, if reasonably possible, members from the various areas of the Borough</p> <p>Conservative Group (5):</p>

Name and Terms of Reference	Membership
<ul style="list-style-type: none"> <li>• Listed Buildings</li> <li>• Scheduled Ancient Monuments</li> <li>• The display of advertisements</li> <li>• Tree Preservation Orders</li> <li>• Complaints about high hedges</li> <li>• Public Rights of Way</li> <li>• Minerals</li> <li>• Highways matters</li> <li>• Waste</li> <li>• Enforcement; and</li> <li>• Environmental Assessment</li> </ul> <p>so far as they are set out in Schedule 2 of this Part 3 of the Constitution (Council Functions) or are identified as Council functions in Schedule 1 of this Part 3 (Local Choice Functions): i.e. so far as they are not Executive functions.</p> <p>3. The Committee shall not determine any application (or other matter) in a manner that would (in the opinion of the Divisional Director Planning, Housing and Climate Emergency or the opinion of the Director of Place) not be in accordance with the Development Plan for Torbay unless they recommend such determination and the determination is consistent with the Divisional Director's recommendation.</p> <p>If, contrary to officer recommendation, the Committee consider that an application (or other matter) shall be determined not in accordance with the Development Plan for Torbay then (unless their determination is consistent with the recommendation of the Divisional Director Planning, Housing and Climate Emergency) the item shall be referred to Council for determination.</p>	<p>Liberal Democrat Group (3):</p> <p>Independent (1):</p>
<p><b>Standards Committee:</b></p> <p>1. To promote and maintain high standards of conduct by councillors, co-opted members and church and parent governor representatives.</p>	<p>5 members of Torbay Council in accordance with the political balance requirements</p>

Name and Terms of Reference	Membership
<ol style="list-style-type: none"> <li>2. To assist councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct.</li> <li>3. To advise the Council on the adoption or revision of the Members' Code of Conduct.</li> <li>4. To monitor the operation of the Members' Code of Conduct.</li> <li>5. To advise, train or arrange to train councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct.</li> <li>6. To assist the Monitoring Officer in carrying out his/her responsibilities pursuant to the Code of Conduct and its protocols.</li> <li>7. To review the Council's local protocols as contained in the Constitution.</li> <li>8. To review the Constitution in relation to ethics and probity issues.</li> <li>9. To advise others on probity and ethics.</li> <li>10. To consider any alleged breaches of local protocols by members.</li> <li>11. To share experience with other standards committees.</li> </ol> <p>The Council may arrange for the Standards Committee to exercise such other functions as the Council considers appropriate.</p>	<p>Conservative Group (3):</p> <p>Liberal Democrat Group (2):</p>
<p><b>Airshow Working Party</b></p> <ol style="list-style-type: none"> <li>1. To enable Members to be kept fully briefed on the progress of the Torbay Air Show</li> <li>2. To monitor the budget allocated for the Torbay Air Show.</li> </ol>	<p>5 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (3):</p>

Name and Terms of Reference	Membership
<p>3. To consider how the Torbay Air Show can provide an opportunity to create greater benefits which support the Council’s broader corporate objectives (including providing opportunities for the Council’s Looked After Children).</p>	<p>Liberal Democrat Group (2):</p>
<p><b>Community Asset Transfer Panel</b></p> <p>To assess applications made at Stage 1 and Stage 2 of the Community Asset Transfer process in accordance with the criteria set out in the Community Asset Transfer Policy.</p>	<p>5 members of the Council in accordance with the political balance requirements, to include the appropriate Cabinet Member</p> <p>Conservative Group (3):</p> <p>Liberal Democrat Group (2):</p>
<p><b>Corporate Parenting Board</b></p> <p>1. To provide a forum for regular, detailed discussions of issues in relation to, and a positive link with, our Children Looked After, in accordance with the Council’s Children Looked After and Corporate Parenting Strategy.</p>	<p>5 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (3):</p> <p>Liberal Democrat Group (2):</p>
<p><b>Harbour Asset Working Party (plus external advisors)</b></p> <p>1. To review all assets within Tor Bay Harbour and the Harbour Estate.</p> <p>2. To establish how each asset is performing.</p> <p>3. To identify any assets that are surplus.</p>	<p>5 members of the Council in accordance with the political balance requirements (membership restricted to Harbour Committee members)</p> <p>Conservative Group (3):</p> <p>Liberal Democrat Group (2):</p>
<p><b>Harbour Budget Working Party (plus external advisors)</b></p>	<p>5 members of the Council in accordance with the political</p>

Name and Terms of Reference	Membership
<ol style="list-style-type: none"> <li>1. To scrutinise the draft Tor Bay Harbour Authority budget prior to presentation to the Harbour Committee and to review the full range of harbour charges.</li> <li>2. To assist Officers to monitor and review the budget ahead of each quarterly Harbour Committee meeting.</li> </ol>	<p>balance requirements (membership restricted to Harbour Committee members)</p> <p>Conservative Group (3):</p> <p>Liberal Democrat Group (2):</p>
<p><b>The Oldway Mansion and Grounds Steering Group (Working Party)</b></p> <ol style="list-style-type: none"> <li>1. To review any condition surveys for buildings on the site.</li> <li>2. To review proposals for use of buildings and grounds.</li> <li>3. To ascertain community views in respect of these matters.</li> <li>4. To make recommendations about how future use of building should be taken forward.</li> <li>5. To identify relevant members from the local community and relevant representatives from the business, public and voluntary sectors to be invited to meetings.</li> <li>6. To specify, fully cost and prioritise the works to Oldway as identified in Phase 1 of the DCA report (presented to Council on 21 June 2018).</li> <li>7. To explore with the community all potential sources of funding for the entirety of the Phases, including, but not limited to: <ul style="list-style-type: none"> <li>• Grant funding</li> <li>• Fund raising events</li> <li>• Crowd funding</li> <li>• Business opportunities and investment</li> </ul> </li> </ol>	<p>5 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (3):</p> <p>Liberal Democrat Group (2):</p>



Name and Terms of Reference	Membership
<ul style="list-style-type: none"> <li>• Legacies</li> <li>• Philanthropic contributions</li> </ul> <p>8. To produce a flexible programme of proposed delivery of restoration works which aligns with the availability of funding.</p> <p>9. To provide strategic oversight of commissioning and delivery of any restoration works.</p>	
<p><b>Transport and Parking Working Party</b></p> <p>1. To consider current and emerging highways and transportation issues and to make recommendations to the appropriate decision-maker.</p> <p>2. To consider current and emerging parking issues and to make recommendations to the appropriate decision maker.</p>	<p>7 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (4):</p> <p>Liberal Democrat Group (2):</p> <p>Independent Group (1):</p>

### Nominations for Chairmen/women and Vice-Chairmen/women of Committee's 2023-2024

Committee	Chairman/woman	Vice-Chairman/woman
Audit Committee		
Harbour Committee		
Health and Wellbeing Board  (Note: In accordance with Standing Order H3.1 nominations reflect the members of the Health and Wellbeing Board which includes officers and partners.)		
Licensing Committee		
Overview and Scrutiny Board		
Children and Young People Overview and Scrutiny Board (Sub-Committee of Overview and Scrutiny – Chaired by Scrutiny Lead)		
Adult Social Care and Health Overview and Scrutiny Sub-Board (Sub-Committee of Overview and Scrutiny – Chaired by Scrutiny Lead)		
Planning Committee		
Standards Committee		

(Note: In accordance with council Standing Order A1.2.9(e) Committees and Sub-Committees Standing Order B1, Committees that meet on an ad hoc basis and require a different Chairman/woman are not included.)

### Appointment of Outside Bodies 2023 to 2027

#### Introduction:

The Council's Constitution, Local Protocol on Relations between Leader and Political Group states (para 6.3):

Each political group will be entitled to nominate members to a proportionate number of seats on outside organisations. However, where the outside organisation requests a specific role (e.g. a relevant Cabinet Member) the Council should accede to the request other than in exceptional circumstances. Appointments to outside organisations are made every four years following a local government election and will not normally be reviewed after a change of political balance during the four year period. The Chief Executive has delegated authority to determine any new appointments within the four year period.

#### Political Balance:

The Council makes a total of 90 appointments to organisations and associations. Those organisations which have requested a specific role are shown in brackets in the table below. The remaining number of appointments is 33 and the political balance calculations are set out below:

Councillors	No	%	No of appointments per group
Conservative	19	52.78%	17
Liberal Democrat	15	41.67%	14
Independent Grp	2	5.56%	2
<b>TOTAL</b>	<b>36</b>	<b>100.00%</b>	<b>33</b>

#### Outside Bodies Appointments:

\*Specific requests from organisations for appointments shown in brackets and excluded from political balance calculation

Name of Outside Body	*No of Appts	Council Representative
Adults Social Care Improvement Board	(1)	Cabinet Member responsible for Adults and Health
Board of Torbay Culture	(1)	Cabinet Member responsible for Culture
Children and Young People's Plan Strategic Partnership	(1)	Cabinet Member responsible for Children's Services
Community Infrastructure Levy Spend Board	(3)	Leader of the Council, Cabinet Member responsible for Finance and Cabinet Member responsible for Place Services and Economic Growth

## Appointment of Outside Bodies 2023 to 2027

Name of Outside Body	*No of Appts	Council Representative
Community Safety Partnership Board	(2)	Cabinet Member responsible for Community Safety and the Council's Representative on the Police and Crime Panel  (Note: A request has been made for the same representative to be on the Police and Crime Panel as one of the representatives on the Community Safety Partnership Board as there is a link to both roles)
Devon and Cornwall Police and Crime Panel	1	1 Member to be nominated by the Conservative Group  (Note: A request has been made for the same representative to be on the Police and Crime Panel as one of the representatives on the Community Safety Partnership Board as there is a link to both roles)
Devon and Severn Inshore Fisheries and Conservation Authority	(1)	Chair of the Harbour Committee
Devon and Somerset Fire and Rescue Authority	2	2 members nominated by the Conservative Group
Devon Audit Partnership	(2)	Chair and Vice-Chair of the Audit Committee
Devon Authorities Strategic Waste (Joint) Committee	(1)	Cabinet Member responsible for Waste
Devon County Council - Investment and Pension Fund Committee	1	1 Member to be nominated by the Conservative Group
Devon Rail Forum	1	1 Member to be nominated by the Conservative Group
Devon, Somerset and Torbay Trading Standards Joint Review Panel	(1)	Cabinet Member responsible for Environmental Health
English Riviera Geopark Organisation (ERGO) Management Group	(2)	Cabinet Members responsible for Environment and Tourism
Great South West Partnership Board	(1)	Leader of the Council
Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee	(2)	Overview and Scrutiny Co-ordinator and Vice-Chair of the Overview and Scrutiny Board
Heart of the South West Joint Committee	(1)	Leader of the Council
Local Government Association General Assembly	3	2 Members to be nominated by the Conservative Group and 1 Member to be nominated by the Liberal Democrat Group
Local Government Association Coastal Special Interest Group (SIG)	(1)	Leader of the Council or relevant Cabinet Member
Local Government Association Unitary Councils Network	(1)	Leader of the Council

## Appointment of Outside Bodies 2023 to 2027

Name of Outside Body	*No of Appts	Council Representative
Local Safeguarding Adults Board	(2)	Cabinet Member responsible for Adults and Health and the Scrutiny Lead with portfolio for Adults and Health
Local Safeguarding Children's Board	(2)	Cabinet Member responsible for Children and the Scrutiny Lead with portfolio for Children
One Devon Partnership Board	(1)	Leader of the Council
PATROL (Parking and Traffic Regulations Outside London) Joint Committee	1	1 Member to be nominated by the Liberal Democrat Group
Regional Adoption Agency Joint Scrutiny Group	(2)	Overview and Scrutiny Co-ordinator and Scrutiny Lead with portfolio for Children
South Devon Area of Outstanding Natural Beauty (AONB) Partnership Committee	1	1 Member to be nominated by the Liberal Democrat Group
South West Councils	(1)	Leader of the Council
South West Councils Employers Panel	(1)	Cabinet Member responsible for Human Resources
South West Devon Waste Partnership (Joint Working Committee)	1 + (1)	Cabinet Member responsible for Waste and 1 Member to be nominated by the Liberal Democrat Group
South West Regional Flood and Coastal Committee	1	1 Member to be nominated by the Conservative Group
Sport Torbay	3	1 Member to be nominated by the Conservative Group, 1 Member to be nominated by the Liberal Democrat Group and 1 Member to be nominated by the Independent Group
SWISCo Customer Liaison Panel	3 + (1)	Scrutiny Lead with portfolio for SWISCo/Place, plus 1 Member to be nominated by the Conservative Group, 1 Member to be nominated by the Liberal Democrat Group and 1 Member nominated by the Independent Group
SWISCo Shareholder Panel	(3)	Leader of the Council, Deputy Leader of the Council and Cabinet Member responsible for SWISCo
TDA Shareholder Panel	(2)	Leader and Deputy Leader of the Council
Torbay and South Devon NHS Foundation Trust - Board of Directors	(1)	Cabinet Member responsible for Adults and Health
Torbay and South Devon NHS Foundation Trust Council of Governors	(1)	Cabinet Member responsible for Health
Torbay Bus Enhanced Partnership Board	(1)	Cabinet Member responsible for Transport.
Torbay Bus Forum	3	2 Members to be nominated by the Conservative Group and 1 Member to be nominated by the Liberal Democrat Group

## Appointment of Outside Bodies 2023 to 2027

Name of Outside Body	*No of Appts	Council Representative
Torbay Climate Partnership	3	2 Members to be nominated by the Conservative Group and 1 Member to be nominated by the Liberal Democrat Group
Torbay Economic Development Company Ltd	2 + (1)	Cabinet Member responsible for Regeneration, 1 Member nominated by the Conservative Group and 1 Member nominated by the Liberal Democrat Group
Torbay Flood Steering Group	(2)	Cabinet Member responsible for Environment and the Council's representative on the South West Regional Flood and Coastal Committee
Torbay Local Outbreak Engagement Board	2 + (2)	Leader of the Council and Cabinet Member responsible for Health, plus 2 Members of the Liberal Democrat Group
Torbay Standing Advisory Council on Religious Education (SACRE)	3 + (1)	Cabinet Member for Children, plus 1 Members nominated by the Conservative Group and 2 Member nominated by the Liberal Democrat Group
Torbay Youth Trust	(1)	Cabinet Member responsible for Children
TorVista Shareholder Panel	(2)	Leader of the Council and Deputy Leader of the Council
Torquay Town Deal and Paignton Future High Streets Steering Group	(5)	Leader of the Council, Deputy Leader of the Council and Cabinet Member responsible for Place Services and Economic Growth, Cabinet Member who is also a Paignton Ward Councillor, plus Leaders of other political Groups on the Council or their representative ( <b>Councillor Steve Darling and Councillor Cowell</b> )
Town Board	(1)	Cabinet Member responsible for Place Services and Economic Growth
Transport for the South West Peninsula Sub-National Transport Body	(1)	Cabinet Member responsible for Transport
Virtual School Governing Body	2	1 Member nominated by the Conservative Group and 1 Member nominated by the Liberal Democrat (recommended one appointment to also a member of the Corporate Parent Members Group)
Vision Zero South West	(1)	Cabinet Member responsible for Transport

**Meeting:** Adjourned Annual Council

**Date:** 25 May 2023

**Wards Affected:** All Wards

**Report Title:** Calendar of Meetings for 2023/2027

**Is the decision a key decision?** No

**When does the decision need to be implemented?** As soon as possible

**Supporting Officer Contact Details:** June Gurry, Head of Governance Support, (01803) 207012, [june.gurry@torbay.gov.uk](mailto:june.gurry@torbay.gov.uk)

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### **1. Proposal and Introduction**

1.1 To seek approval for the calendar of meetings for the 2023 to 2027 term of office.

### **2. Reason for Proposal**

2.1 The calendar of meetings for 2023 to 2027 (attached at Appendix 1) has been prepared based on the Council's proposed decision-making structure and in accordance with the Council's Standing Orders.

### **3. Recommendation(s) / Proposed Decision**

3.1 That the calendar of meetings for 2023 to 2027, as set out in Appendix 1 to the submitted report, be approved; and

3.2 That meetings of the Employment Committee and Civic Committee be held on an ad-hoc basis, to be determined by the Head of Governance Support in consultation with the relevant Chairman/woman.

### **Supporting Information**

#### **4. Position**

4.1 The Constitution requires the Council to approve a programme of ordinary meetings of the Council. The following meetings that reflect the Leader and Cabinet system of governance have been scheduled in the calendar for the 2023 to 2027:

- Council;
- Cabinet
- Overview and Scrutiny Board;
- Children and Young People Overview and Scrutiny Sub-Board
- Adult Social Care and Health Overview and Scrutiny Sub-Board
- Planning Committee;
- Licensing Sub-Committee;

- Health and Wellbeing Board;
- Standards Committee;
- Harbour Committee;
- Audit Committee.

- 4.2 The meetings of the Council have been programmed to allow sufficient reporting time between the meetings for the plans and strategies which are required to be approved through the Council's Policy Framework process and for the budget setting process.
- 4.3 The calendar has also been structured to allow, wherever possible, for each type of meeting to be allocated a certain day e.g. Planning Committee to meet on Mondays, Licensing Sub-Committees and Council on Thursdays.
- 4.4 Meetings of the Employment Committee and Civic Committee are proposed to be held on an ad hoc basis, to be determined by the Head of Governance in consultation with the relevant Chairman/woman.

## **5. Possibilities and Options**

- 5.1 Wherever possible the timings of meetings have been set in accordance with the needs of the Committee Members and the public who attend them, for example the Licensing Sub-Committees convene at 9:30 a.m. which is suitable for those making representations. Timings are kept under constant review by the Head of Governance. There is a small risk that some people will still not be able to attend these meetings, however, in most cases where public participation is permitted, the Council will accept written representations to enable people to put their points of view across.

## **6. Preferred Solution/Option**

- 6.1 Members may wish to set alternative dates for meetings. However, the meetings have been timetabled to allow sufficient time for the reporting of the plans and strategies which make up the Council's Policy Framework and the Council's budget setting process. A calendar of meetings is required under Standing Orders and facilitates the organisation of the Municipal Year.

## **Appendices**

Appendix 1: Calendar of Meetings 2023 to 2027

## **Background Documents**

Constitution of Torbay Council -

<http://www.torbay.gov.uk/DemocraticServices/ieListMeetings.aspx?CId=458&info=1>



Committee	Preferred time and day	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24
Adult Social Care and Health Overview and Scrutiny Sub-Board	9:30 am Thursday			13	17	14	12	23	21	18	15	14	11	
Audit Committee	2:00 pm Wednesday			26				15		24		27		
Cabinet	5:30 pm Tuesday		13	11	15	19	17	14	19	16	13	19	16	14
Children and Young People's Overview and Scrutiny Sub-Board	9:30am Monday		12		7		23		18		19		22	
Council	5:30pm Thursday	16 (Tue) 25		20		20 (Wed)			7		1 8 22			16
Harbour Committee	5:30 pm Monday		5			4			4			18		
Health and Wellbeing Board	2:00 pm Thursday		22			28			14			7		
Licensing Sub-Committee	9:30 am Thursday		1 8 15 22 29	6 13 20 27 31	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	1 8 15 22 29	7 14 21 28	4 11 18 25	2 9
Overview and Scrutiny Board	5:30 pm Wednesday		7	5		6	11	8	13	10	7	13	10	8
Planning Committee	2:00 pm Monday	22 30 (Tue)	26	24	29	18	16	13	11	8	5	4	2 (Tue) 29	
Standards Committee	2:00 pm Wednesday					13						6		

2024-2025

Committee	Preferred time and day	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25
Adult Social Care and Health Overview and Scrutiny Sub-Board	2:00 pm Thursday	23	13	11		5	10	7	19	16	19	20	17	
Audit Committee	2:00 pm Wednesday	29		24			30			22		26		
Cabinet	5:30 pm Tuesday		11	9	20	17	15	12	17	23 (Thu)	18	18	15	13
Children and Young People's Overview and Scrutiny Sub-Board	9:30 am Monday		3	29		23		18		27		10		
Council	5:30 pm Thursday	16		18		12			5		6 13 27			15 15
Harbour Committee	5:30 pm Monday		17			9			2			24		
Health and Wellbeing Board	2:00 pm Thursday		20			26			12			6		
Licensing Sub-Committee	9:30 am Thursday	23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8
Overview and Scrutiny Board	5:30 pm Wednesday		5	3	7	4	2	6	11	15	12	12	9	7
Planning Committee	2:00 pm Monday	28 (Tue)	24	22	19	16	14	11	9	6	3	3 31	28	
Standards Committee						25						5		

2025-2026

Committee	Preferred time and day	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26
Adult Social Care and Health Overview and Scrutiny Sub-Board	9:30 am Thursday	22	12	17		4	9	6	18	15	19	19	23	
Audit Committee	2:00 pm Wednesday	28		30			29			21		25		
Cabinet	5:30 pm Tuesday		10	15	19	16	14	11	16	13	17	17	14	12
Children and Young People's Overview and Scrutiny Sub-Board	9:30 am Monday	19		28		29		17		19		16		
Council	5:30 pm Thursday	15		24		11			11		5 12 26			14
Harbour Committee	5:30 pm Monday		16			22			1			23		
Health and Wellbeing Board	2:00 pm Thursday		19			25			4			5		
Licensing Sub-Committee	9:30 am Thursday	22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18	8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30	7
Overview and Scrutiny Board	5:30 pm Wednesday		4		13	10	8	5	10	7	11	11	8	6
Planning Committee	2:00 pm Monday	27 (Tue)	23	21	18	15	13	10	8	5	2	2 30	27	
Standards Committee	2:00 pm Wednesday					24						4		

Committee	Preferred time and day	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27	May 27
Adult Social Care and Health Overview and Scrutiny Sub-Board	9:30 am Thursday	21	18	16		3	8	5	17	14	18	11	15	
Audit Committee	2:00 pm Wednesday	27		29			28			20		24		
Cabinet	5:30 pm Tuesday		9	14	18	15	20	17	15	12	16	16	13	
Children and Young People's Overview and Scrutiny Sub-Board	9:30 am Monday	18		27		28		23		18		15		
Council	5:30 pm Thursday	14		23		17			10		4 11 25			18 (Tue)
Harbour Committee	5:30 pm Monday		15			21			14			22		
Health and Wellbeing Board	2:00 pm Thursday		25			24			3			4		
Licensing Sub-Committee	9:30 am Thursday	21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29	
Overview and Scrutiny Board	5:30 pm Wednesday		3	8	12	9	14	11	9	6	10	10	7	
Planning Committee	2:00 pm Monday	26 (Tue)	22	20	17	14	12	9	7	4	1	1 30 (Tue)	26	
Standards Committee	2:00 pm Wednesday					23						3		

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

This report is presented to the Adjourned Annual meeting of Council on 25 May 2023 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 Cabinet by the Leader of the Council are set out below:

<b>Name</b>	<b>Address</b>	<b>Electoral Ward</b>
Cabinet Member for Place Services and Economic Growth and Deputy Leader – Councillor Chris Lewis	Torbay Council Town Hall Torquay TQ1 3DR	Preston
Cabinet Member for Finance and Corporate Services – Councillor Tyerman	Torbay Council Town Hall Torquay TQ1 3DR	Churston with Galmpton
Cabinet Member for Adult and Community Services, Public Health and Inequalities – Councillor Tranter	Torbay Council Town Hall Torquay TQ1 3DR	Goodrington with Roselands
Cabinet Member for Children's Services - Councillor Bye	Torbay Council Town Hall Torquay TQ1 3DR	Wellswood

2. The Cabinet will carry out all the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution. Executive functions will be exercised collectively unless the Leader of the Council directs otherwise in accordance with Article 6.06 of the Constitution.

<b>Cabinet Member</b>	<b>Service Areas</b>
<p>Leader of the Council</p> <p>Councillor David Thomas</p>	<p>Oversight of all areas</p> <p>Strategy and Place Leader, Regional Policy and external relations</p> <p>Development Management, Strategic Planning, Building Control, Housing, Climate Emergency</p>
<p>Cabinet Member for Place Services and Economic Growth and Deputy Leader</p> <p>Councillor Chris Lewis</p>	<p>SWISCo Services, TDA Services</p> <p>Parking</p> <p>Economic Regeneration, Culture and Events, Harbours and Beaches</p>
<p>Cabinet Member for Finance and Corporate Services</p> <p>Councillor Tyerman</p>	<p>Finance, Procurement, Debt Recovery, Council Tax, Business Rates, Legal, IT, Business Improvement and Change, Libraries, Coroner, Emergency Planning, Health and Safety, Policy, Performance and Community Engagement, Governance, Human Resources</p>
<p>Cabinet Member for Adult and Community Services, Public Health and Inequalities</p> <p>Councillor Tranter</p>	<p>Adult Social Care delivery Adult Social Care Inspection regime Market Management</p> <p>Customer Services Housing Standards Housing Options Anti Social Behaviour and Vulnerability</p> <p>Public Health Improvement Health Protection Equalities (Directorate crossing)</p>
<p>Cabinet Member for Children's Services</p> <p>Councillor Bye</p>	<p>Children's Social Care Education Youth Justice</p>

3. No executive functions have been delegated to area committees, any other authority or any joint arrangements at the present time.

4. The Leader of the Council 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 Cabinet .
5. So far as the Constitution requires officers to consult with "the relevant member", the areas of responsibility of the Cabinet Members are as set out paragraph 2 above.