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Date: Thursday, 25 May 2023

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Dear Member

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.

Agenda No	Item	Page
4.	Appointments to Council Committees, Working Parties and Other Bodies and Appointment of Committee Chairmen/women and Vice-Chairmen/women for 2023/2024	(Pages 2 - 25)
5.	Calendar of Meetings for 2023/2027	(Page 26)

Yours sincerely

June Gurry
Clerk

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>Audit Committee:</p> <ol style="list-style-type: none"> 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. 2. To consider summaries of specific Internal Audit reports as requested. 3. To consider reports dealing with the management and performance of the providers of Internal Audit Services. 4. To consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale. 5. To consider the External Auditor's Annual Letter, relevant reports, and the report to those charged with governance. 6. To consider specific reports as agreed with the External Auditor. 7. To comment on the scope and depth of external audit work and to ensure it gives value for money. 8. To liaise with the Public Sector Audit Appointments Ltd over the appointment of the Council's external auditor. 9. To commission work from Internal and External Audit within approved resources. 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 	<p>7 members of the Council excluding members of the Cabinet, in accordance with the political balance requirements</p> <p>Conservative Group (4): Cllrs Brook, Bryant, Fellows and Hutchings</p> <p>Liberal Democrat Group (3): Cllrs Steve Darling, Long and Penny</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>Civic Committee:</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): Cllrs Joyce, Barbara Lewis and Tolchard</p> <p>Liberal Democrat (2): Cllrs Mandy Darling and Douglas-Dunbar</p>
<p>Employment Committee:</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): Cllrs Bye, Chris Lewis and David Thomas</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>Liberal Democrat Group (2): Cllrs Steve Darling and Law</p>
<p>Harbour Committee</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): Cllrs Brook, Fellows, Strang and Twelves</p> <p>Liberal Democrat Group (3): Cllrs Carter, Fox and Penny</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>Harbour Appointments Sub-Committee</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): Cllrs Fellows, Strang and Twelves</p> <p>Liberal Democrat (2): Cllrs Fox and Penny</p>
<p>Health and Wellbeing Board</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</p>	<p>Leader of the Council or their nominee: Cllr David Thomas</p> <p>Director of Adults and Community Services; Director of Children’s Services; Director of Public Health; A representative of Healthwatch Torbay;</p>

Name and Terms of Reference	Membership
<p>Health Service Act 2006 in connection with the provision of such services.</p> <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"> • Preparation of a Joint Strategic Needs Assessment; and • Preparation of a Joint Health and Wellbeing Strategy. <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</p>	<p>A representative of Devon Clinical Commissioning Group; 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
Boards would be appropriate forum for such decisions to be made.	
<p>Licensing Committee:</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): Cllrs Hutchings, Fellows, Barbara Lewis, Stevens, Jackie Thomas and Tolchard.</p> <p>Liberal Democrat Group (5) Cllrs Mandy Darling, Douglas-Dunbar, Johns, Pentney and Virdee</p>
<p>Licensing Sub-Committee</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>Overview and Scrutiny Board:</p> <ol style="list-style-type: none"> To approve and co-ordinate the work programme for the overview and scrutiny function for the year. 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). To appoint the Council's representatives to the Heart of the South West Local Enterprise Partnership (LEP) Joint Scrutiny Committee. 	<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>

Name and Terms of Reference	Membership
<p>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.</p> <p>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.</p> <p>6. To make reports or recommendations to the Authority or the Cabinet with 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>Conservative Group (5): Cllrs Billings, Bryant, Joyce, Maddison and Twelves</p> <p>Liberal Democrat Group (3): Cllrs Douglas-Dunbar, Harvey and Law</p> <p>Independent Group (1): Cllr Cowell</p>
<p>Adult Social Care and Health Overview and Scrutiny Sub-Board:</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>	<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</p>

Name and Terms of Reference	Membership
<ul style="list-style-type: none"> • prevention and management of risk; • social care; • adults wellbeing; • education – supporting and enabling learning for adults; • internal and external partnership working for adults; • supporting adults and carers; and • relevant financial management; <p>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;</p> <p>4. to assess the effectiveness of decisions of the Cabinet in these areas of the Council’s statutory activity; and</p> <p>5. to make reports and recommendations as appropriate arising from this area of overview and scrutiny.</p>	<p>Services.</p> <p>Conservative Group (3): Cllrs Billings, Bryant and Joyce</p> <p>Liberal Democrat Group (2): Cllrs Johns and Long</p> <p>Non-Voting Co-opted Members:</p> <p>Healthwatch (1):</p> <p>Chair of Voluntary Sector Network (1):</p>
<p>Children and Young People’s Overview and Scrutiny Sub-Board:</p> <p>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;</p> <p>2. to review universal, targeted and specialist services for children and young people including:</p> <ul style="list-style-type: none"> • prevention and management of risk; • social care; • children’s and young people’s wellbeing; • education – supporting and enabling learning for all children and young people; 	<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): Cllrs Billings, Maddison and Twelves</p> <p>Liberal Democrat Group (2) Cllrs Law and Nicolaou</p>

Name and Terms of Reference	Membership
<ul style="list-style-type: none"> • internal and external partnership working for children and young people; • supporting parents and families; and • relevant financial management; <p>3. to assess the effectiveness of decisions of the Cabinet in these areas of the Council's statutory activity; and</p> <p>4. to make reports and recommendations as appropriate arising from this area of overview and scrutiny.</p>	<p>Statutory Education Co-opted Members:</p> <p>Statutory parent governor representatives (primary, secondary and academy trust) (3):</p> <p>Statutory Church of England representative (1):</p> <p>Statutory Roman Catholic Diocesan representative (1):</p> <p>Non-Voting Co-opted Members:</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>Planning Committee:</p> <p>1. At all times to have regard to the Development Plan (as defined in S.38 of the</p>	<p>9 members of the Council (excluding the Cabinet Lead with responsibility for Planning, in</p>

Name and Terms of Reference	Membership
<p>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"> • Conservation Areas • Listed Buildings • Scheduled Ancient Monuments • The display of advertisements • Tree Preservation Orders • Complaints about high hedges • Public Rights of Way • Minerals • Highways matters • Waste • Enforcement; and • Environmental Assessment <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</p>	<p>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): Cllrs Billings, Joyce, Maddison, Jackie Thomas and Tolchard</p> <p>Liberal Democrat Group (3): Cllrs Mandy Darling, Fox and Pentney</p> <p>Independent (1): Cllr Cowell</p>

Name and Terms of Reference	Membership
<p>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>Standards Committee:</p> <ol style="list-style-type: none"> 1. To promote and maintain high standards of conduct by councillors, co-opted members and church and parent governor representatives. 2. To assist councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct. 3. To advise the Council on the adoption or revision of the Members' Code of Conduct. 4. To monitor the operation of the Members' Code of Conduct. 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. 6. To assist the Monitoring Officer in carrying out his/her responsibilities pursuant to the Code of Conduct and its protocols. 7. To review the Council's local protocols as contained in the Constitution. 8. To review the Constitution in relation to ethics and probity issues. 9. To advise others on probity and ethics. 10. To consider any alleged breaches of local protocols by members. 11. To share experience with other standards committees. <p>The Council may arrange for the Standards Committee to exercise such other</p>	<p>5 members of Torbay Council in accordance with the political balance requirements</p> <p>Conservative Group (3): Cllrs Joyce, Barbara Lewis and Jackie Thomas</p> <p>Liberal Democrat Group (2): Cllrs George Darling and Atiya-Alla</p>

Name and Terms of Reference	Membership
functions as the Council considers appropriate.	
<p>Airshow Working Party</p> <ol style="list-style-type: none"> 1. To enable Members to be kept fully briefed on the progress of the Torbay Air Show 2. To monitor the budget allocated for the Torbay Air Show. 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>5 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (3): Cllrs Bryant, Maddison and Jackie Thomas</p> <p>Liberal Democrat Group (2): Cllrs Carter and Nicolaou</p>
<p>Community Asset Transfer Panel</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): Cllrs Bryant, Stevens and Tranter</p> <p>Liberal Democrat Group (2): Cllrs Douglas-Dunbar and Virdee</p>
<p>Corporate Parenting Board</p> <ol style="list-style-type: none"> 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>5 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (3): Cllrs Bye, Stevens and Tolchard</p> <p>Liberal Democrat Group (2): Cllrs Steve Darling and Law</p>

Name and Terms of Reference	Membership
<p>Harbour Asset Working Party (plus external advisors)</p> <ol style="list-style-type: none"> To review all assets within Tor Bay Harbour and the Harbour Estate. To establish how each asset is performing. To identify any assets that are surplus. 	<p>5 members of the Council in accordance with the political balance requirements (membership restricted to Harbour Committee members)</p> <p>Conservative Group (3): Cllrs Fellows, Strang and Twelves</p> <p>Liberal Democrat Group (2): Cllrs Carter and Fox</p>
<p>Harbour Budget Working Party (plus external advisors)</p> <ol style="list-style-type: none"> 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. To assist Officers to monitor and review the budget ahead of each quarterly Harbour Committee meeting. 	<p>5 members of the Council in accordance with the political balance requirements (membership restricted to Harbour Committee members)</p> <p>Conservative Group (3): Cllrs Brook, Strang and Twelves</p> <p>Liberal Democrat Group (2): Cllrs Carter and Penny</p>
<p>The Oldway Mansion and Grounds Steering Group (Working Party)</p> <ol style="list-style-type: none"> To review any condition surveys for buildings on the site. To review proposals for use of buildings and grounds. To ascertain community views in respect of these matters. To make recommendations about how future use of building should be taken 	<p>5 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (3): Cllrs Billings, Barbara Lewis and Maddison</p> <p>Liberal Democrat Group (2): Cllrs</p>

Name and Terms of Reference	Membership
<p>forward.</p> <ol style="list-style-type: none"> 5. To identify relevant members from the local community and relevant representatives from the business, public and voluntary sectors to be invited to meetings. 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). 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"> • Grant funding • Fund raising events • Crowd funding • Business opportunities and investment • Legacies • Philanthropic contributions 8. To produce a flexible programme of proposed delivery of restoration works which aligns with the availability of funding. 9. To provide strategic oversight of commissioning and delivery of any restoration works. 	<p>Johns and Virdee</p>
<p>Transport and Parking Working Party</p> <ol style="list-style-type: none"> 1. To consider current and emerging highways and transportation issues and to make recommendations to the appropriate decision-maker. 2. To consider current and emerging parking issues and to make recommendations to the appropriate decision maker. 	<p>7 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (4): Cllrs Bryant, Hutchings, Maddison and Strang</p>

Name and Terms of Reference	Membership
	<p>Liberal Democrat Group (2): Cllrs Fox and Virdee</p> <p>Independent Group (1): Cllr Amil</p>

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

Committee	Chairman/woman	Vice-Chairman/woman
Audit Committee	Councillor Brook	Councillor Penny
Harbour Committee	Councillor Strang	Councillor Twelves
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.)	Councillor David Thomas	Matt Fox (Representative of Devon Clinical Commissioning Group)
Licensing Committee	Councillor Barbara Lewis	Councillor Douglas-Dunbar
Overview and Scrutiny Board	Councillor Billings	Councillor Cowell
Children and Young People Overview and Scrutiny Board (Sub-Committee of Overview and Scrutiny – Chaired by Scrutiny Lead)	Councillor Law	Councillor Twelves
Adult Social Care and Health Overview and Scrutiny Sub-Board (Sub-Committee of Overview and Scrutiny – Chaired by Scrutiny Lead)	Councillor Joyce	Councillor Johns
Planning Committee	Councillor Jackie Thomas	Councillor Billings
Standards Committee	Councillor Joyce	Councillor Barbara Lewis

(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
TOTAL	36	100.00%	33

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 (Councillor Tranter)
Board of Torbay Culture	(1)	Cabinet Member responsible for Culture (Councillor Chris Lewis)
Children and Young People's Plan Strategic Partnership	(1)	Cabinet Member responsible for Children's Services (Councillor Bye)
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 (Councillors David Thomas, Chris Lewis and Tyerman)

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 (Councillors Tyerman and Joyce) (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 (Councillor Tyerman) (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 (Councillor Strang)
Devon and Somerset Fire and Rescue Authority	2	2 members nominated by the Conservative Group (Councillors Fellows and Tolchard)
Devon Audit Partnership	(2)	Chair and Vice-Chair of the Audit Committee (Councillors Brook and Penny)
Devon Authorities Strategic Waste (Joint) Committee	(1)	Cabinet Member responsible for Waste (Councillor Tyerman)
Devon County Council - Investment and Pension Fund Committee	1	1 Member to be nominated by the Conservative Group (Councillor Brook)
Devon Rail Forum	1	1 Member to be nominated by the Conservative Group (Councillor Strang)
Devon, Somerset and Torbay Trading Standards Joint Review Panel	(1)	Cabinet Member responsible for Environmental Health (Councillor Tranter)
English Riviera Geopark Organisation (ERGO) Management Group	(2)	Cabinet Members responsible for Environment and Tourism (Councillor Chris Lewis and David Thomas)
Great South West Partnership Board	(1)	Leader of the Council (Councillor David Thomas)
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 (Councillor Billings and Cowell)
Heart of the South West Joint Committee	(1)	Leader of the Council (Councillor David Thomas)
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 (Councillors Chris Lewis, David Thomas and Steve Darling)
Local Government Association Coastal Special Interest Group (SIG)	(1)	Leader of the Council or relevant Cabinet Member (Councillor David Thomas)

Appointment of Outside Bodies 2023 to 2027

Name of Outside Body	*No of Appts	Council Representative
Local Government Association Unitary Councils Network	(1)	Leader of the Council (Councillor David Thomas)
Local Safeguarding Adults Board	(2)	Cabinet Member responsible for Adults and Health and the Scrutiny Lead with portfolio for Adults and Health (Councillors Tranter and Joyce)
Local Safeguarding Children's Board	(2)	Cabinet Member responsible for Children and the Scrutiny Lead with portfolio for Children (Councillors Bye and Law)
One Devon Partnership Board	(1)	Leader of the Council (Councillor David Thomas)
PATROL (Parking and Traffic Regulations Outside London) Joint Committee	1	1 Member to be nominated by the Liberal Democrat Group (Councillor Atiya-Alla)
Regional Adoption Agency Joint Scrutiny Group	(2)	Overview and Scrutiny Co-ordinator and Scrutiny Lead with portfolio for Children (Councillors Billings and Law)
South Devon Area of Outstanding Natural Beauty (AONB) Partnership Committee	1	1 Member to be nominated by the Liberal Democrat Group (Councillor Carter)
South West Councils	(1)	Leader of the Council (Councillor David Thomas)
South West Councils Employers Panel	(1)	Cabinet Member responsible for Human Resources (Councillor Tyerman)
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 (Councillors Chris Lewis and Fox)
South West Regional Flood and Coastal Committee	1	1 Member to be nominated by the Conservative Group (Councillor Strang)
Sport Torbay	3	1 Member to be nominated by the Conservative Group (Councillor Brook), 1 Member to be nominated by the Liberal Democrat Group (Councillor Johns) and 1 Member to be nominated by the Independent Group (Councillor Cowell)
SWISCo Customer Liaison Panel	3 + (1)	Scrutiny Lead with portfolio for SWISCo/Place (Councillor Bryant), plus 1 Member to be nominated by the Conservative Group (Councillor Chris Lewis), 1 Member to be nominated by the Liberal Democrat Group (Councillor Steve Darling) and 1 Member nominated by the Independent Group (Councillor Amil)
SWISCo Shareholder Panel	(3)	Leader of the Council, Deputy Leader of the Council and Cabinet Member responsible for SWISCo (Councillors David Thomas, Chris Lewis and Tyerman)

Appointment of Outside Bodies 2023 to 2027

Name of Outside Body	*No of Appts	Council Representative
TDA Shareholder Panel	(2)	Leader and Deputy Leader of the Council (Councillors David Thomas and Chris Lewis)
Torbay and South Devon NHS Foundation Trust - Board of Directors	(1)	Cabinet Member responsible for Adults and Health (Councillor Tranter)
Torbay and South Devon NHS Foundation Trust Council of Governors	(1)	Cabinet Member responsible for Health (Councillor Joyce)
Torbay Bus Enhanced Partnership Board	(1)	Cabinet Member responsible for Transport. (Councillor Chris Lewis)
Torbay Bus Forum	3	2 Members to be nominated by the Conservative Group (Councillors Stevens and Twelves) and 1 Member to be nominated by the Liberal Democrat Group (Councillor Steve Darling)
Torbay Climate Partnership	3	2 Members to be nominated by the Conservative Group (Councillors Billings and Twelves) and 1 Member to be nominated by the Liberal Democrat Group (Councillor Law)
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 (Councillor Fox)
Torbay Flood Steering Group	(2)	Cabinet Member responsible for Environment and the Council's representative on the South West Regional Flood and Coastal Committee (Councillors Chris Lewis and Strang)
Torbay Local Heritage Grant Scheme	(1)	Cabinet Member responsible for Culture or their nominee (Councillor Maddison)
Torbay Local Outbreak Engagement Board	2 + (2)	Leader of the Council and Cabinet Member responsible for Health (Councillors David Thomas and Tranter) , plus 2 Members of the Liberal Democrat Group (Councillors Steve Darling and Long)
Torbay Standing Advisory Council on Religious Education (SACRE)	3 + (1)	Cabinet Member for Children (Councillor Bye) , plus 1 Members nominated by the Conservative Group (Councillor Brook) and 2 Member nominated by the Liberal Democrat Group (Councillors Douglas-Dunbar and Virdee)
Torbay Youth Trust	(1)	Cabinet Member responsible for Children (Councillor Bye)
TorVista Shareholder Panel	(2)	Leader of the Council and Deputy Leader of the Council (Councillors David Thomas and Chris Lewis)

Appointment of Outside Bodies 2023 to 2027

Name of Outside Body	*No of Appts	Council Representative
Torquay Town Deal and Paignton Future High Streets Steering Group	(5)	Leader of the Council (Councillor David Thomas), Deputy Leader of the Council (Councillor Chris Lewis) and Cabinet Member responsible for Place Services and Economic Growth, Cabinet Member who is also a Paignton Ward Councillor (Councillor Tyerman), plus Leaders of other political Groups on the Council or their representative (Councillor Steve Darling and Councillor Cowell)
Town Board	(1)	Cabinet Member responsible for Place Services and Economic Growth (Councillor Chris Lewis)
Transport for the South West Peninsula Sub-National Transport Body	(1)	Cabinet Member responsible for Transport (Councillor Chris Lewis)
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) (Councillors Bye and Steve Darling)
Vision Zero South West	(1)	Cabinet Member responsible for Transport (Councillor David Thomas)

Agenda Item 4, Appointments to Council Committees, Working Parties and Other Bodies and Appointment of Committee Chairmen/women and Vice-Chairmen/women for 2023/2024

Officer Revised Recommendation

Adjourned Annual Council Meeting

25 May 2023

(Revisions shown in bold text)

Revised Recommendation:

- 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, **subject to the inclusion of the Cabinet Member for Culture or their nominee being the Council's representative on Torbay Local Heritage Grant Scheme**, 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.

Agenda Item 5, Calendar of Meetings for 2023/2027

Officer Revised Recommendation

Adjourned Annual Council Meeting

25 May 2023

(Revisions shown in bold text)

Revised Recommendation:

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, **subject to the removal of the Overview and Scrutiny Board on 7 June 2023 and Children and Young People's Overview and Scrutiny Sub-Board on 12 June 2023;** 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 in consultation with the relevant Chairman/woman.