

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

This report is presented to the meeting of Council on 7 December 2017 in accordance with Standing Order C4.2(a) for inclusion in the Council’s Scheme of Delegation (Schedule 5 of Part 3) of the Constitution of Torbay Council.

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

<b>Name</b>	<b>Address</b>	<b>Electoral Ward</b>
Deputy Mayor and Executive Lead Planning - Councillor Derek Mills	5 Bascombe Close Churston Brixham TQ5 0JR	Churston with Galmpton
Executive Lead for Tourism, Culture and Harbours - Councillor Amil	c/o Town Hall Castle Circus Torquay TQ1 3DR	Cockington with Chelston
Executive Lead for Environment – Councillor Vic Ellery	3 Alma Road Brixham TQ5 8QR	Berry Head with Furzeham
Executive Lead for Community Services - Councillor Robert Excell	Excell Studio 203 Union Street Torre Torquay TQ1 4BY	Tormohun
Executive Lead IT, Libraries and Waste – Councillor Mark King	5B Coburg Place Torquay TQ2 5SU	Cockington with Chelston
Executive Lead for Customer Services and Town Centre Regeneration – Councillor Richard Haddock	Churston Farm Shop Dartmouth Road Brixham TQ5 0LL	St Marys with Summercombe
Executive Lead for Adults and Children – Councillor Julien Parrott	51 Princes Road Torquay TQ1 1NW	Ellacombe
Executive Lead for Health and Wellbeing – Councillor Jackie Stockman	Winsome Higher Furzeham Road Brixham TQ5 8QP	Berry Head with Furzeham

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<b>Name</b>	<b>Address</b>	<b>Electoral Ward</b>
Executive Lead for Housing – To be confirmed		

2. The elected Mayor is responsible for the discharge of all executive functions (except as specified in paragraph 3. below). Executive Leads will have an advisory role in relation to the areas of responsibility set out below.

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
<p>Elected Mayor Gordon Oliver</p> <p>Executive Lead for Assets, Finance, Governance and Corporate Services, Economic Regeneration and Transformation</p>	<p><b>Transformation:</b> Programme Management Project Management</p> <p><b>Economic Regeneration:</b> TDA Commissioning</p> <p><b>Assets:</b> Asset Management</p> <p><b>Business Services:</b> Events</p> <p><b>Finance:</b> Financial Services – Martin Phillips Creditors Debtors Payments Internal Audit Cashiers Procurement Systems Accountancy</p> <p><b>Governance and Corporate Services:</b> Communications Coroner Governance Support (Democratic and Electoral Services) Registrars Human Resources &amp; Payroll</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chief Executive/Chief Executive TDA</li> <li><input type="checkbox"/> Director of Corporate Services and Operations</li> <li><input type="checkbox"/> Director of Commercial and Transformation</li> <li><input type="checkbox"/> Head of Financial Services</li> <li><input type="checkbox"/> Executive Head Assets and Business Services</li> </ul>

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

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

Executive Lead	Portfolio/Service Area:	Main Director/Assistant Director/Executive Head/Lead Officer
<p>Executive Lead for Community Services</p> <p>Councillor Robert Excell</p>	<p><b>Community Safety:</b>                      Corporate Health &amp; Safety                      Emergency Planning                      Anti-Social Behaviour and Vulnerability (excluding town centres)                      Safer Communities (excluding town centres)                      CCTV &amp; Security</p> <p><b>Business Services:</b>                      Parking Services                      Sports Development</p> <p><b>Transport:</b>                      Local Transport &amp; Strategic Transport                      Highways &amp; Street scene</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Director of Corporate Services and Operations</li> <li><input type="checkbox"/> Executive Head of Assets and Business Services</li> <li><input type="checkbox"/> Executive Head of Community Safety</li> </ul>
<p>Executive Lead for Adults and Children</p> <p>Councillor Julien Parrott</p>	<p><b>Children’s Safeguarding:</b>                      Early Help                      Targeted Support Services                      Multi Agency Safeguarding Hub                      Single Assessment                      Children in Need/Child Protection                      Children Looked After/Care Leavers                      Children with Disabilities                      Fostering                      Adoption                      Independent Reviewing                      Youth Offending Services                      Integrated Youth Support Services                      Quality Assurance                      Professional Support to Torbay Safeguarding Children Board</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Director of Adult and Housing</li> <li><input type="checkbox"/> Director of Children’s Services</li> <li><input type="checkbox"/> Assistant Director of Children’s Safeguarding</li> <li><input type="checkbox"/> Assistant Director Adults Services (NHS Trust Provider)</li> </ul>

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

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



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

3.
  - (i) The Executive Lead for Customer Services and Town Centre Regeneration (Councillor Richard Haddock) will be responsible for the discharge of all executive functions relating to the regeneration of the Castle Circus area of Torquay as the elected Mayor owns properties in this area and has a pecuniary interest.
  - (ii) The Executive Lead for Customer Services and Town Centre Regeneration (Councillor Richard Haddock) will be responsible for the discharge of all executive functions relating to the contract for housing pathway for single vulnerable adults.
  - (iii) The Executive Lead for Tourism, Culture and Harbours will be responsible for the discharge of all executive functions relating to tourism due to the perceived concerns of the public in respect of the elected Mayor's interests in the tourism sector.
  - (iv) The Deputy Mayor will be responsible for the discharge of executive functions if the elected Mayor:
    - (a) is absent (e.g. on holiday) for a period of time or in cases of urgency where the Chief Executive is satisfied that the elected Mayor cannot be reasonably contacted;
    - (b) is incapacitated through illness; or
    - (c) has a pecuniary interest in any matter requiring determination.
  - (v) If the elected Mayor or the Deputy Mayor (Councillor Derek Mills) are unable to act on a matter requiring a decision then the Chief Executive shall have the power to determine any matter requiring a decision.
4. The elected Mayor has established two Executive Committees namely the Policy Development and Decision Group (Joint Operations Team) and the Policy Development Group (Joint Commissioning Team) which meet in public on a monthly basis in accordance with the Standing Orders – Executive, Committees, Access to Information and Budget and Policy Framework. Their membership and Terms of Reference are included in Schedule 4 – Terms of Reference of the Constitution.
5. No executive functions have been delegated to area committees, any other authority or any joint arrangements at the present time.
6. The elected Mayor has also (so far as lawful) delegated to officers the discharge of those functions that are referred to in Schedule 7 and are executive functions in the manner set out in that Schedule, in accordance with (and subject to) the Council's Standing Orders in relation to the Executive.
7. So far as the Constitution requires officers to consult with "the relevant member", the areas of responsibility of the Executive Leads are as set out paragraph 2 above.