

Composition and Constitution of the Cabinet and Record of Delegations of Executive Functions

This Report is presented to the meeting of the Council on 24 March 2011 in accordance with Standing Orders A1.2 (viii) and (xiii) and C2 to C4 for inclusion in the Council's Scheme of Delegation (Schedule 6 to Part 3) of the Constitution of Torbay Council.

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

Name	Address	Electoral Ward
Councillor Neil Bent Deputy Mayor and Cabinet Member for Health and Wellbeing and Housing	18 Padacre Road Torquay TQ2 8PU	Wellswood
Councillor Dave Butt Cabinet Member for Community Services	8 Preston Down Road Preston Paignton TQ3 2RW	Preston
Councillor Louisa Aiton Cabinet Member for Community Safety and Community Engagement	94 Barewell Road Torquay TQ1 4PA	St Marychurch
Councillor Anna Tolchard Cabinet Member for Children's Services	Waterloo House 81 King Street Brixham TQ5 9TH	Churston with Galmpton

2. The Mayor is responsible for the discharge of all executive functions and no executive functions have been delegated to the Cabinet members (except in the absence of the Mayor described in 3. below). Cabinet members will have an advisory role in relation to the areas of responsibility set out below.

	Portfolio	Business Unit/Department	Main Customer Base
Mayor Nick Bye	Local Strategic Partnership, Tourism, Economic Regeneration and planning for the future, Finance, Governance and Member Development	Business Planning: <ul style="list-style-type: none"> • Local Strategic Partnership • Community Plan Residents & Visitor Services: <ul style="list-style-type: none"> • Tourism Spatial Planning: <ul style="list-style-type: none"> • Planning & Development including: Building Control & Conservation Services; and Strategic Planning 	<ul style="list-style-type: none"> • Partners • Residents • Business • Visitors • Investors • Internal • Employees • Members

Portfolio	Business Unit/Department	Main Customer Base
	<p>Torbay Development Agency:</p> <ul style="list-style-type: none"> • Business Support • Regeneration • Business Creation & Growth (including social enterprise/ apprenticeships) • Property • Facilities Management • Estates <p>Business Planning:</p> <ul style="list-style-type: none"> • Performance Management • Programme Office • Commissioning Support • Research & Consultation • Customer Access • Overview and Scrutiny <p>Governance:</p> <ul style="list-style-type: none"> • Risk Management • Democratic Services • Information Governance • Complaints • Corporate Health & Safety • Devon Audit Services – Internal Audit • Land Charges • Electoral Services • Emergency Planning • Births, Marriages & Deaths <p>Finance:</p> <ul style="list-style-type: none"> • Finance <p>Legal & Procurement:</p> <ul style="list-style-type: none"> • Legal Services • Procurement <p>Human Resources:</p> <ul style="list-style-type: none"> • Human Resources • Learning & Development • Payroll • Workforce Development <p>ICT:</p> <ul style="list-style-type: none"> • Network Support: Data & Telephony • Operations Support: Data Centre; IT Development; IT Training; IT Service Desk; and PC support 	

<p>Deputy Mayor and Cabinet Member for Health and Wellbeing and Housing – Councillor Neil Bent</p>	<p>Health and wellbeing and housing</p>	<p>Communities:</p> <ul style="list-style-type: none"> • Housing Partnership • Housing Standards • Housing Need & Option • Supporting People • Voluntary Sector Development • Torbay Care Trust • Public Health • Adult Services 	<ul style="list-style-type: none"> • Adult clients • Housing clients • Health clients
<p>Cabinet Member for Community Services – Councillor Dave Butt</p>	<p>Community services</p>	<p>Spatial Planning:</p> <ul style="list-style-type: none"> • Planning & Development including: Waste Policy; and Strategic Transportation <p>Residents & Visitor Services:</p> <ul style="list-style-type: none"> • Parking Operations, Administration and Enforcement • Corporate Security • CCTV • Urban Design • Highways Management • Drains & Structures • Culture • Museums • Libraries • Arts & Events • Leisure • Beaches • Parks & Open Spaces • Tree Services • Public Toilets <p>TOR2:</p> <ul style="list-style-type: none"> • Waste and recycling collections • Management of Household Waste and Recycling Centre (HWRC) and Waste Transfer Stations • Maintenance of Torbay’s highways, grounds, parks, car parks, buildings and the Council’s vehicle fleet, street and beach cleansing, out of hours call centre support 	<ul style="list-style-type: none"> • Business • Residents • Visitors

<p>Cabinet Member for Community Safety and Community Engagement – Councillor Louisa Aiton</p>	<p>Community safety and community engagement</p>	<p>Business Planning:</p> <ul style="list-style-type: none"> • Communications/Design <p>Communities:</p> <ul style="list-style-type: none"> • Community Partnerships <p>Community Safety:</p> <ul style="list-style-type: none"> • Environmental Health • Trading Standards • Health & Safety & Licensing • Cemeteries & Crematorium • Environmental Protection • Food Safety • Safer Communities <p>Customer Contact:</p> <ul style="list-style-type: none"> • Council Tax and Business Rates • Benefits • Corporate Debt • Income Collection • Print and Post • Customer Services <p>Spatial Planning:</p> <ul style="list-style-type: none"> • Planning & Development including: Sustainability; and Environmental Policy 	<ul style="list-style-type: none"> • Community • Business • Residents • Visitors
<p>Cabinet Member for Children's Services – Councillor Anna Tolchard</p>	<p>Children's Services</p>	<p>Learning & Standards:</p> <ul style="list-style-type: none"> • School Standards • School Services • Governor Support • Education other than at Schools • Pupil Referral Unit 14-19 • Broaden Opportunities • Children Looked After • Attainment • Admissions <p>Specialist Services:</p> <ul style="list-style-type: none"> • Safeguarding Unit • Permanency Planning • Adoption • Fostering • Disability Services • Residential Care • Special Educational Needs • Educational Psychologists & Special Teachers • Children in Need • Care to the Community • Young Carers • Family Group Conferences 	<ul style="list-style-type: none"> • Children and families

		<p>Early Intervention:</p> <ul style="list-style-type: none"> • Parenting Commissioner • Extended Services Children’s Centres • Early Years Foundation Stage • Play & Childcare • Independent Reviewing • Attendance • Family Support • Youth Offending Team • Youth Service • Connexions Liaison <p>Transformation (Children’s Services):</p> <ul style="list-style-type: none"> • Transformation • Performance • ICT • Workforce <p>Children’s Health</p>	
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3. (i) The Deputy Mayor will be responsible for the discharge of executive functions if the 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 Mayor cannot be reasonably contacted;
 - (b) is incapacitated through illness; or
 - (c) has a person prejudicial interest in any matter requiring determination.
- (ii) If the Mayor or the Deputy Mayor (Councillor Bent) 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. No cabinet committees have been appointed at the present time.
5. No executive functions have been delegated to area committees, any other authority or any joint arrangements at the present time.
6. The 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 Cabinet.
7. So far as the Constitution requires officers to consult with “the relevant member”, the areas of responsibility of the Members of the Cabinet are as set out paragraph 2 above.