

Clerk: June Gurry  
Telephone: 01803 207013  
E-mail address: [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk)  
Date: Wednesday, 19 June 2024

Governance Support  
Town Hall  
Castle Circus  
Torquay  
TQ1 3DR

Dear Member

## **COUNCIL - THURSDAY, 20 JUNE 2024**

I am now able to enclose, for consideration at the Thursday, 20 June 2024 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>
7.	<b>Appointments to Council Committees, Working Parties and Appointment of Committee Chairmen/women and Vice-Chairmen/women for 2024/2025</b>	(Pages 2 - 25)

Yours sincerely

June Gurry  
Clerk

**Meeting:** [Adjourned Annual Council](#)      **Date:** [20 June 2024](#)

**Wards affected:** [All Wards](#)

**Report Title:** : [Appointments to Council Committees and Working Parties and Appointment of Committee Chairmen/women and Vice-Chairmen/women for 2024/2025](#)

**When does the decision need to be implemented?** [Immediately](#)

**Cabinet Member Contact Details:** [Councillor Jackie Thomas, Cabinet Member for Culture, Tourism & Events and Corporate Services, Jackie.thomas@torbay.gov.uk](#)

**Director Contact Details:** [Matthew Fairclough-Kay, Director of Corporate Services, matthew.fairclough-kay@torbay.gov.uk](#)

---

## 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, working parties, Chairmen/women and Vice-Chairmen/women for the new municipal year. 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.

## 2. Reason for Proposal and its benefits

- 2.1 The proposals in this report help us to deliver the ambition set out in the Community and Corporate Plan 2023-2043, by ensuring the Council complies with relevant statutory and Constitutional requirements thereby supporting all the priorities with the plan.
- 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. The political balance of the Council has changed following the passing of Councillor Joyce and subsequent by-election for the Wellswood Ward.
- 2.3 The Council is also requested to establish a Statutory Licensing Committee and a Regulatory Committee for this municipal year and is also requested to establish the Statutory Licensing and Regulatory Sub-Committees 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.
- 2.4 Furthermore, the Council is also requested to appoint an Independent Member to the Audit Committee to ensure the Council follows best practice as recognised by CIPFA and the recommendations of the Redmond Review.

### **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 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, a sub-committee of both the Statutory Licensing Committee and Regulatory Committee be established both to comprise three Members of the relevant Statutory Licensing Committee or Regulatory Committee;
- 7) That both the Statutory Licensing Sub-Committee and Regulatory Sub-Committee be exempted from the rules of committee proportionality as defined in the Local Government and Housing Act 1989 and supporting regulations;
- 8) That Members' Allowance Scheme be updated to reflect the changes to the Licensing Committee with the SRA being the same for both Committees and Sub-Committees.
- 9) That the Head of Governance Support be authorised to empanel Members from the Statutory Licensing Committee and Regulatory Committee to serve on the Statutory Licensing Sub-Committee and Regulatory Sub-Committee as and when required.
- 10) That Mr Kristian Hawkes be appointed as the Independent Member to the Audit Committee effective from 27 March 2024, that the effectiveness of the Independent Member be kept under review by the Director of Finance in consultation with the Chairman of the Audit Committee and Head of Devon Audit Partnership.

### **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

**Background Documents:** None

# Supporting Information

## 1. Introduction

1.1 Following the passing of Councillor Joyce and the result of the subsequent By-Election for the Wellswood Ward, the political composition of the Council is now 18 members of the Conservative Group, 15 members of the Liberal Democrat Group, 2 members of the Independent Group and 1 independent member. The political balance is:

Conservative Group	18 seats	= 50.00%
Liberal Democrat Group	15 seats	= 41.67%
Independent Group	2 seats	= 5.56%
Councillor Maddison	1 seat	= 2.78%

1.2 The Group Leaders have been consulted on the proportional distribution of seats on Committees between political groups.

1.3 Whilst not a legislative requirement, the Council has included in its Constitution for Working Parties to also be politically balanced. Similarly to Committees, the Group Leaders have been consulted on the proportional distribution of seats on Working Parties.

1.4 Recent legal guidance has indicated the need to separate out the functions of the former Licensing Committee, creating a Statutory Licensing Committee that discharges all functions relating to the Licensing Act 2003 and the Gambling Act 2005 and a Regulatory Committee to discharge all functions contained in schedule 101 and 102 of the Local Government Act 1972. Whilst the Regulatory Committee is required to be politically balanced, the Statutory Licensing Committee is not, but must be made up of 10 to 15 Members. The Members on both these Committees' can be the same. Given that Members must be trained before presiding, it is proposed that the Membership for both Licensing Committee's be the same. Therefore, maintaining political balance whilst remaining within the requirement of 10 to 15 Members.

1.5 In order to ensure the Council uses its resources in an effective and efficient manner, it is proposed that Council appoints the Sub-Committee's for both the Statutory Licensing Committee and Regulatory Committee, avoiding the necessity for full Committees to be convened solely to make a decision on this matter.

1.5 In accordance with, 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.

1.6 Appendix 3 sets out the terms of reference for Council Committees and Working Parties.

1.7 For a number of years the Audit Committee have been seeking an Independent Person in order to comply with CIPFA's recommended best practice and recommendations set out in the Redmond Review. The Independent Member is a non-political role whose purpose is to bring specialist, technical knowledge to support the elected committee members.

1.8 Recognising that the Council along with many other local authorities within Devon and Cornwall had been unsuccessful in recruiting Independent Members for Audit Committees, the Devon Audit Partnership sought to establish a pool of Independent Members which would be assigned to local authorities, as such Kristian Hawkes was successfully recruited and assigned to Torbay. Mr Hawkes has an extensive professional background as a chartered and certified internal audit manager with a diverse level of experience in local authorities, third party suppliers, joint ventures, and blue light authorities within the public sector.

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

2.1 The calculation of political balance of committees is a statutory requirement and supports all aspects of the Community and 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 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 exclude 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 options for political balance and nominations from their respective groups.

### Political Balance of Committees

Leader of the Council Proposal:

Committee	Conservative Group	Liberal Democrat Group	Independent Group	Cllr Maddison	Total
Audit Committee (excluding Cabinet Members)	3	32	0	1	76
Civic Committee	32	2	0	0	54
Employment Committee (to include a Cabinet member)	23	2	1	0	56
Harbour Committee	3	3	40	0	76
Regulatory Committee (excluding Cabinet Member with responsibility for Licensing)	65	4	01	0	110
Overview and Scrutiny Board (excluding Cabinet Members)	4	43	1	0	98
Planning Committee (excluding Cabinet Member with responsibility for Planning)	4	4	0	40	98
Standards Committee	3	2	0	0	5
<b>Totals</b>	<b>28</b>	<b>2423</b>	<b>3</b>	<b>31</b>	<b>5855</b>

### Political Balance of Non-Executive Working Parties

Leader of the Council proposal:

Working Party	Conservative Group	Liberal Democrat Group	Independent Group	Cllr Maddison	Total
Community Asset Transfer Panel (including appropriate Cabinet Member)	23	2	0	40	5
Corporate Parenting Board	2	2	0	40	5
Harbour Asset Working Party (plus external advisors and membership restricted to Harbour Committee)	32	2	0	0	54
Harbour Budget Working Party (plus external advisors and membership restricted to Harbour Committee)	32	2	0	0	54
<b>Totals</b>	489	458	21	20	3718

That the:

- Airshow Working Party
- Oldway Mansion and Grounds Working Party; and
- Transport and Parking Working Party

be disbanded.



**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</li> </ol>	<p>6 members of the Council excluding members of the Cabinet, in accordance with the political balance requirements</p> <p>Conservative Group (3): Cllrs Brook, Fellows and Hutchings</p> <p>Liberal Democrat Group (2):</p> <p>Councillor Maddison (1)</p> <p>Non-voting Independent Member: Kristian Hawkes</p>

Name and Terms of Reference	Membership
<p>Committee to be responsible for ensuring effective scrutiny of the capital 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>	

Name and Terms of Reference	Membership
<p>19. To monitor the Council’s compliance with its own and other published standards 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>4 members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (2): Cllrs Strang and Foster</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</p>	<p>6 members of the Council in accordance with the political balance requirements (to include a Cabinet member)</p> <p>Conservative Group (3): Cllrs Chris Lewis, David Thomas and</p>

Name and Terms of Reference	Membership
<p>most senior management position where this is lower, for its wholly owned 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>Tyerman</p> <p>Liberal Democrat Group (2):</p> <p>Independent Group (1): Cllr Cowell</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>6 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>Conservative Group (3): Fellows, Strang and Twelves</p> <p>Liberal Democrat Group (3):</p>

Name and Terms of Reference	Membership
<p>8. recommend the format, composition and governance of the Harbour Liaison 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): Cllrs Fellows, Strang and Twelves</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</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>

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"> <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>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;  Divisional 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>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><b>Statutory Licensing Committee:</b></p> <p>1. To discharge the functions of the Council as a Licensing Authority, with the exception of approving the Gambling and Statement of Licensing Policy which is function of the Council.</p> <p>2. To approve future reviews and adoption of the Cumulative Impact Assessment. Since the introduction of section 5A of the Licensing Act 2003, all matters regarding Cumulative Impact Assessments are now the responsibility of the statutory Licensing Committee, by virtue of section 7(1), as it is no longer part of the Licensing Act 2003 Statement of Policy.</p>	<p>10 members of the Council, with the same membership as the Regulatory Committee</p> <p>(Note: Under the Licensing Act 2003 this Committee must be between 10 and 15 members and is not required to be politically balanced)</p>
<p><b>Statutory 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 Statutory Licensing Committee.</p>
<p><b>Regulatory Committee</b></p> <p>To discharge the functions contained in schedule 101 and 102 of the Local Government Act 1972.</p>	<p>10 Members of the Council in accordance with the political balance requirements</p> <p>Conservative Group (5): Cllrs Brook, Bryant, Foster, Hutchings and Barbara Lewis</p> <p>Liberal Democrat Group (4):</p> <p>Independent Group (1): Cllr Amil</p>
<p><b>Regulatory Sub-Committee</b></p>	<p>To comprise 3 members of the</p>



Name and Terms of Reference	Membership
<p>To consider and determine all matters in connection with Hackney Carriage and Private Hire Licences, Sex Establishment Licences, Street Trading Licences and Consents.</p>	<p>Regulatory 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 respect to the discharge of functions which are not the responsibility of the Cabinet.</li> <li>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.</li> <li>8. To consider all matters and issues arising from the Council’s power to review or</li> </ol>	<p>8 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 (4): Cllrs Foster, Hutchings, Tolchard and Twelves</p> <p>Liberal Democrat Group (3):</p> <p>Independent Group (1): Cllr Cowell</p>

Name and Terms of Reference	Membership
<p>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>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>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): Cllrs Fellows, Foster and Tolchard</p> <p>Liberal Democrat Group (2):</p> <p><b>Non-Voting Co-opted Members:</b></p> <p>Healthwatch (1):</p> <p>Chair of Voluntary Sector Network (1):</p>

Name and Terms of Reference	Membership
<p>5. to make reports and recommendations as appropriate arising from this area of overview and scrutiny.</p>	
<p><b>Children and Young People’s Overview and Scrutiny Sub-Board:</b></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"> <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> <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>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 Fellows, Foster and Twelves</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> <p>Statutory Church of England representative (1):</p> <p>Statutory Roman Catholic Diocesan representative (1):</p> <p><b>Non-Voting Co-opted</b></p>

Name and Terms of Reference	Membership
	<p><b>Members:</b></p> <p>Devon and Cornwall Police representative (1):</p> <p>Play Torbay representative (1):</p> <p>Care experienced young person (1):</p> <p>Young Person Panel representative (1):</p> <p>Voluntary and Community Sector and Alternative Provider (Education) 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> <li>• Listed Buildings</li> <li>• Scheduled Ancient Monuments</li> <li>• The display of advertisements</li> <li>• Tree Preservation Orders</li> </ul>	<p>8 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 (4): Cllrs Billings, Brook, Strang and Tolchard</p> <p>Liberal Democrat Group (4):</p>

Name and Terms of Reference	Membership
<ul style="list-style-type: none"> <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 Pride in 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><b>Standards Committee:</b></p> <ol style="list-style-type: none"> <li>1. To promote and maintain high standards of conduct by councillors, co-opted members and church and parent governor representatives.</li> <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</li> </ol>	<p>5 members of Torbay Council in accordance with the political balance requirements</p> <p>Conservative Group (3): Cllrs Chris Lewis, Jackie Thomas and Tolchard</p>

Name and Terms of Reference	Membership
<p>Conduct.</p> <ol style="list-style-type: none"> <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>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): Cllrs Chris Lewis, Bryant and Foster</p> <p>Liberal Democrat Group (2):</p>

Name and Terms of Reference	Membership
<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 (2): Cllr Bye and Twelves</p> <p>Liberal Democrat Group (2):</p> <p>Independent Member (1): Cllr Amil</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>4 members of the Council in accordance with the political balance requirements (membership restricted to Harbour Committee members)</p> <p>Conservative Group (2): Cllr Fellows and Strang</p> <p>Liberal Democrat Group (2):</p>
<p><b>Harbour Budget Working Party (plus external advisors)</b></p> <p>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.</p> <p>2. To assist Officers to monitor and review the budget ahead of each quarterly Harbour Committee meeting.</p>	<p>4 members of the Council in accordance with the political balance requirements (membership restricted to Harbour Committee members)</p> <p>Conservative Group (2): Cllr Strang and Tyerman</p> <p>Liberal Democrat Group (2):</p>





### Nominations for Chairmen/women and Vice-Chairmen/women of Committee's 2024-2025

Leader of the Council proposal:

<b>Committee</b>	<b>Chairman/woman</b>	<b>Vice-Chairman/woman</b>
Audit Committee	Cllr Maddison	Cllr Brook
Harbour Committee	Cllr Strang	Position offered to Liberal Democrat and Independent Groups – name to be provided
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 (partner representative)
Statutory Licensing Committee and Regulatory Committee	Cllr Barbara Lewis	Position offered to Liberal Democrat and Independent Groups – name to be provided
Overview and Scrutiny Board	Cllr Twelves	Position offered to Liberal Democrat and Independent Groups – name to be provided
Children and Young People Overview and Scrutiny Board (Sub-Committee of Overview and Scrutiny)	Position offered to Liberal Democrat and Independent Groups – name to be provided	Cllr Twelves
Adult Social Care and Health Overview and Scrutiny Sub-Board (Sub-Committee of Overview and Scrutiny)	Cllr Tolchard	Position offered to Liberal Democrat and Independent Groups – name to be provided
Planning Committee	Cllr Brook	Cllr Billings
Standards Committee	Cllr Jackie Thomas	Position offered to Liberal Democrat and Independent Groups – name to be provided

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