

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 28 February 2013 in accordance with Standing Order C4.2(a) for inclusion in the Council's Scheme of Delegation (Schedule 6 to Part 3) of the Constitution of Torbay Council. Responsibility for Public Toilets has been removed from Councillor Excell's portfolio and will be included in Councillors Richards area of responsibility.

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

Name	Address	Electoral Ward
Deputy Mayor and Executive Lead for Strategic Planning, Housing and Energy – Councillor David Thomas	54 Lower Fowden Broadsands Paignton TQ4 6HS	Blatchcombe
Executive Lead for Tourism and Environment – Councillor Jeanette Richards	Montana 217 Dartmouth Road Paignton TQ4 6LG	Blatchcombe
Executive Lead for Safer Communities and Transport – Councillor Robert Excell	31 St Michael's Road Decoy Newton Abbot TQ12 1DJ	Tormohun
Executive Lead for Involved and Healthy Communities – Councillor Alison Hernandez	50 Cadewell Lane Shiphay Torquay TQ2 7ER	Shiphay with the Willows
Executive Lead for Children, Schools and Families – Councillor Chris Lewis	7 Lutyens Drive Paignton TQ3 3LA	Preston
Executive Lead for Adult Social Care and Older People – Councillor Christine Scouler	4 Merryland Close Preston Paignton TQ3 1HT	Preston
Executive Lead for Business Planning and Governance – Ken Pritchard	62 Lower Fowden Elbury Cove Paignton TQ4 6HS	Churston with Galmpton
Executive Lead for Culture and the Arts – Councillor Dave Butt	90 Marldon Road Paignton TQ3 3NW	Preston

2. The 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.

	Portfolio	Cross Cutting Issues (Services/Outcomes)	Corporate Lead for:	Main Director/ Executive Head
Mayor Gordon Oliver (Executive Lead for Employment and Regeneration, Finance and Audit)	Employment and Regeneration, Finance and Audit	<ul style="list-style-type: none"> • Built Environment • Employment and Skills • Business support • Regeneration • Business Relocation, Creation and Growth (inc. social enterprise/apprenticeships) • Inward Investment • Property (assets) • Estates • <i>(Torbay Economic Development Company)</i> • <i>(Local Enterprise Partnership)</i> • <i>(Events Forum)</i> • Financial (including Capital and Revenue Budget and Budget Monitoring) • Corporate debt and creditor payments • Revenue and Benefits • Business Rates <i>(Devon Audit Partnership)</i> 	<p>Prosperity:</p> <ul style="list-style-type: none"> ■ Job-led regeneration focusing on specific sectors. ■ Create the right environment for inward investment. ■ Continue to progress with the South Devon Link Road. ■ Adhere to sympathetic regeneration. ■ Through the Torbay Strategic Partnership encourage public and private sectors to develop employment of apprentices. ■ Continued to provide value for money for our communities by: <ul style="list-style-type: none"> ○ Reducing costs/increasing income/improving productivity so increases in council tax are kept low. 	<p>Director of Place and Resources</p> <p>Chief Operating Officer Economic Development Company</p> <p>Director of Place and Resources</p> <p>Executive Head Finance</p>

	Portfolio	Cross Cutting Issues (Services/Outcomes)	Corporate Lead for:	Main Director/ Executive Head
Deputy Mayor and Executive Lead for Strategic Planning, Housing and Energy – Councillor David Thomas	Strategic Planning, Housing, Waste and Energy	<ul style="list-style-type: none"> • Spatial Planning • Housing Standards • Housing Options • Affordable housing • Facilities management • Environmental Policy (including waste and carbon reduction) • Energy • <i>(Waste Disposal (TOR2))</i> • <i>(Torbay Strategic Partnership)</i> • <i>(Torbay Town Centre Development Forum)</i> 	<p>Prosperity:</p> <ul style="list-style-type: none"> ■ Monitor the TOR2 contract for improved recycling, waste and clean streets. ■ Support the creation of Town Centres Business Improvement Districts. ■ Revitalise the retail offer in the town centres. ■ Plan for the supply and demand of energy for the Bay. <p>Health:</p> <ul style="list-style-type: none"> ■ Reduce local greenhouse gas emissions. <p>Happiness:</p> <ul style="list-style-type: none"> ■ Ensure an appropriate supply of quality housing within communities. 	Director of Place and Resources Executive Head Spatial Planning

	Portfolio	Cross Cutting Issues (Services/Outcomes)	Corporate Lead for:	Main Director/ Executive Head
Executive Lead for Culture and the Arts – Councillor Dave Butt	Arts, theatres libraries and museums	<ul style="list-style-type: none"> • Culture, museums, archives, theatres, libraries, arts • Libraries supporting education and health • Theatre contracts and arts development grants • Museum grants • Music for schools • <i>(Arts Council Regional Board)</i> • <i>(Creative Torbay)</i> • <i>(Archives – Devon County Council Partnership)</i> • <i>(Cultural Champion for Torbay)</i> 	Happiness: <ul style="list-style-type: none"> ■ Work towards creating a sustainable and flourishing leisure, culture and tourism sector that is open to residents and visitors. 	
Executive Lead for Tourism and Environment – Councillor Jeanette Richards	Tourism and Environment	<ul style="list-style-type: none"> • Leisure, beaches, parks and open spaces • Special events • Tor Bay Harbour Authority • Public Toilets • <i>(Torbay Coast and Countryside Trust)</i> • <i>(English Riviera Tourism Company)</i> 	Happiness: <ul style="list-style-type: none"> ■ Work towards creating a sustainable and flourishing leisure, culture and tourism sector that is open to residents and visitors. 	Director of Place and Resources Executive Head Residents and Visitor Services Executive Head Tor Bay Harbour Authority

	Portfolio	Cross Cutting Issues (Services/Outcomes)	Corporate Lead for:	Main Director/ Executive Head
Executive Lead for Safer Communities and Transport – Councillor Robert Excell	Safer Communities and Transport	<ul style="list-style-type: none"> • Safer Communities • Food Safety and Standards • Safety and Licensing • Trading Standards • Community Protection • Emergency Planning • Flooding and Drainage • Corporate Health and Safety • Corporate Security (CCTV, Street Lighting,) • Strategic Transport • Highways management • Parking • Cemeteries and Crematoria • Sport • Tree Services • <i>(Community Safety Partnership)</i> • <i>(Riviera International Conference Centre)</i> 	<p>Prosperity:</p> <ul style="list-style-type: none"> ■ Lobby to improve rail services. <p>Health:</p> <ul style="list-style-type: none"> ■ Promote sport and outdoor activity to improve health and wellbeing. <p>Happiness:</p> <ul style="list-style-type: none"> ■ Work towards keeping crime low by: <ul style="list-style-type: none"> ○ Maintaining focus on the night-time economy; and ○ Working with the Police Director for resources to ensure crime levels remain low and people feel safe. ■ Make it easier to get around the Bay by developing integrated transport where feasible. 	<p>Director of Public Health</p> <p>Executive Head Community Safety</p> <p>Executive Head Residents and Visitor Services</p>

	Portfolio	Cross Cutting Issues (Services/Outcomes)	Corporate Lead for:	Main Director/ Executive Head
Executive Lead for Involved and Healthy Communities – Councillor Alison Hernandez	Involved and Healthy Communities	<ul style="list-style-type: none"> ● Partnerships ● Localism ● Closing the Gap and Public Health (including Health Improvement and Public Health Commissioning) ● Communication ● Consultation ● Community Development including Community Partnerships ● Voluntary Sector Development ● Champion for Volunteers ● Local Democracy 	<p>Health:</p> <ul style="list-style-type: none"> ■ Continue to work on the Closing the Gap Strategy and roll out to other areas by involving communities. ■ Reduce the negative impact of alcohol, obesity, tobacco and drugs on our communities. ■ With partners, use the principles of Early Intervention and Early Prevention in supporting communities (joint with Councillors Lewis and Scouler). 	<p>Director of Public Health</p> <p>Executive Head Community Safety</p> <p>Executive Head Health Improvement</p>
			<p>Happiness:</p> <ul style="list-style-type: none"> ■ Jointly engage and involve communities to resolve local issues in neighbourhoods. ■ Engage with communities in rolling out locality workings and community budgets as part of localism. ■ Promote democracy, transparency and civic engagement, and when able to, re-look at the Mayoral System of Governance (joint with Councillor Pritchard) 	

	Portfolio	Cross Cutting Issues (Services/Outcomes)	Corporate Lead for:	Main Director/ Executive Head
Executive Lead for Children, Schools and Families – Councillor Chris Lewis	Children, Schools and Families	<ul style="list-style-type: none"> • Safeguarding and wellbeing • Early Intervention • Family Intervention Project • Intensive Family Support Services • Domestic Abuse Services • School Improvement • School Leadership • Youth Offending Team • Youth, Childrens and Family Centres • Early Years Services • Integrated Locality Teams 0-19 • Children’s Commissioning (<i>Children’s Trust</i>) • (<i>Health and Wellbeing Board</i>) 	<p>Prosperity:</p> <ul style="list-style-type: none"> ■ Raise skills levels by working with schools and South Devon College to meet the standards set by the Department for Education for attainment and attendance. ■ Tackling child poverty <p>Health:</p> <ul style="list-style-type: none"> ■ Continue to improve Children safeguarding (joint with Councillor Scouler on Adults safeguarding). ■ With partners, use the principles of Early Intervention and Early Prevention in supporting communities (joint with Councillors Hernandez and Scouler). ■ Reduce teenage pregnancy. 	<p>Director of Children’s Services</p> <p>Director of Public Health</p> <p>Executive Head Safeguarding and Wellbeing</p>

	Portfolio	Cross Cutting Issues (Services/Outcomes)	Corporate Lead for:	Main Director/ Executive Head
Executive Lead for Adult Social Care and Older People – Councillor Christine Scouler	Adult Social Care and Older People	<ul style="list-style-type: none"> • Adult Services • Older People • Supporting People • <i>(Torbay Care Trust)</i> 	Health: <ul style="list-style-type: none"> ■ Continue to improve Adults safeguarding (joint with Councillor Lewis on Children safeguarding). ■ With partners, use the principles of Early Intervention and Early Prevention in supporting communities (joint with Councillors Lewis and Hernandez) 	Director of Adult Services and Resources
Executive Lead for Business Planning and Governance – Ken Pritchard	Business Planning, Governance and Member Development	<ul style="list-style-type: none"> • Performance • Human Resources and Organisational Development (including Payroll) • Business Change and Programme Support • Risk Management • Information Services • Commercial Services • Governance • <i>(Local Enterprise Partnership)</i> 	Prosperity: <ul style="list-style-type: none"> ■ Continued to provide value for money for our communities by: <ul style="list-style-type: none"> ○ Reviewing the structures of the Council so they are still fit for purpose. Happiness: <ul style="list-style-type: none"> ■ Promote democracy, transparency and civic engagement, and when able to, re-look at the Mayoral System of Governance (joint with Councillor Hernandez) 	Director of Adult Services and Resources Director of Place and Resources Executive Head Information Services Executive Head Commercial Services Executive Head Business Services

3.
 - (i) The Deputy Mayor will be responsible for the discharge of all executive functions relating to the regeneration of the Castle Circus area of Torquay as the Mayor owns properties in this area and has a personal and prejudicial interest;
 - (ii) 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 Operating Officer is satisfied that the Mayor cannot be reasonably contacted;
 - (b) is incapacitated through illness; or
 - (c) has a personal prejudicial interest in any matter requiring determination.
 - (iii) If the Mayor or the Deputy Mayor (Councillor David Thomas) are unable to act on a matter requiring a decision then the Chief Operating Officer shall have the power to determine any matter requiring a decision.
4. No executive 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 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.