

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

This report is presented to the adjourned annual meeting of Council on 10 May 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.

- 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 for Health and Wellbeing and Corporate Services - 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 Community Services - Councillor Robert Excell	Excell Studio 203 Union Street Torre Torquay TQ1 4BY	Tormohun
Executive Lead for Planning, Transport and Housing – Councillor Mark King	5B Coburg Place Torquay TQ2 5SU	Cockington with Chelston
Executive Lead for Business – 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 Environment – Councillor Terry Manning	36 Summerlands Close Summercombe Brixham TQ5 0EA	St Marys with Summercombe

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:	Main Director/Assistant Director/Executive Head/Lead Officer
<p>Elected Mayor Gordon Oliver</p> <p>Executive Lead for Finance and Regeneration</p>	<p><b>Torbay Development Agency:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Built Environment</li> <li><input type="checkbox"/> Employment and Skills</li> <li><input type="checkbox"/> Business support</li> <li><input type="checkbox"/> Regeneration</li> <li><input type="checkbox"/> Business Relocation, Creation and Growth (inc. social enterprise/apprenticeships)</li> <li><input type="checkbox"/> Inward Investment</li> <li><input type="checkbox"/> Property (assets)</li> <li><input type="checkbox"/> Estates</li> </ul> <p><b>Finance:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Financial Services (including Capital and Revenue Budget and Budget Monitoring)</li> <li><input type="checkbox"/> Events</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chief Executive/Chief Executive Torbay Development Agency</li> <li><input type="checkbox"/> Chief Finance Officer</li> <li><input type="checkbox"/> Assistant Director of Community and Customer Services</li> </ul>

Executive Lead	Portfolio:	Main Director/Assistant Director/Executive Head/Lead Officer
<p>Deputy Mayor and Executive Lead for Health and Wellbeing and Corporate Services</p> <p>Councillor Derek Mills</p>	<p><b>Public Health:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Public Health Commissioning Team</li> </ul> <p><b>Special Projects:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Special projects and innovation</li> </ul> <p><b>Corporate and Business Services:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Development</li> <li><input type="checkbox"/> Governance Support</li> <li><input type="checkbox"/> Mayor’s Support Unit</li> <li><input type="checkbox"/> Human Resources and Payroll</li> <li><input type="checkbox"/> Legal and procurement</li> <li><input type="checkbox"/> (<i>Twining</i>)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Director of Public Health</li> <li><input type="checkbox"/> Director of Children’s Services</li> <li><input type="checkbox"/> Assistant Director of Corporate and Business Services</li> </ul>
<p>Executive Lead for Planning, Transport and Housing</p> <p>Councillor Mark King</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Building Control</li> <li><input type="checkbox"/> Planning and Strategic Transport</li> <li><input type="checkbox"/> Highways</li> <li><input type="checkbox"/> Strategic Housing</li> <li><input type="checkbox"/> Operational Housing</li> <li><input type="checkbox"/> Waste</li> <li><input type="checkbox"/> TOR2 Commissioning (Design Review Champion)</li> </ul> <p><b>Customer Services:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Customer Services</li> <li><input type="checkbox"/> Revenue and Benefits</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assistant Director of Community and Customer Services</li> <li><input type="checkbox"/> Assistant Director of Corporate and Business Services</li> <li><input type="checkbox"/> Director of Adults Services</li> <li><input type="checkbox"/> Executive Head of Business Services</li> <li><input type="checkbox"/> Executive Head of Customer Services</li> </ul>

Executive Lead	Portfolio:	Main Director/Assistant Director/Executive Head/Lead Officer
Executive Lead for Tourism, Culture and Harbours  Councillor Nicole Amil	<input type="checkbox"/> Culture <input type="checkbox"/> Heritage <input type="checkbox"/> Museums <input type="checkbox"/> Resort Services <input type="checkbox"/> Tourism <input type="checkbox"/> Harbours <input type="checkbox"/> (Armed Forces Champion) <input type="checkbox"/> (Heritage Champion)	<input type="checkbox"/> Assistant Director of Community and Customer Services  <input type="checkbox"/> Executive Head of Business Services
Executive Lead for Community Services  Councillor Robert Excell	<p><b>Community and Customer Services:</b></p> <input type="checkbox"/> Community Safety (Crime and Disorder) <input type="checkbox"/> Emergency Planning <input type="checkbox"/> Street Scene <input type="checkbox"/> Sport <p><b>Business Services:</b></p> <input type="checkbox"/> Car Parking <input type="checkbox"/> <p><b>Public Health:</b></p> <input type="checkbox"/> Community Development Trust	<input type="checkbox"/> Assistant Director of Community and Customer Services  <input type="checkbox"/> Executive Head of Business Services  <input type="checkbox"/> Director of Public Health

<b>Executive Lead</b>	<b>Portfolio:</b>	<b>Main Director/Assistant Director/Executive Head/Lead Officer</b>
<p>Executive Lead for Adults and Children</p> <p>Councillor Julien Parrott</p>	<p><b>Adult Social Care:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Children and Adults Commissioning</li> <li><input type="checkbox"/> Adult Partnership</li> <li><input type="checkbox"/> Adult Social Care</li> <li><input type="checkbox"/> NHS Advisory Service</li> <li><input type="checkbox"/> Healthwatch</li> </ul> <p><b>Children:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Torbay Youth Trust</li> <li><input type="checkbox"/> Torbay Public Service Trust</li> <li><input type="checkbox"/> Improvement and Performance</li> <li><input type="checkbox"/> Schools</li> <li><input type="checkbox"/> Children’s and Young People</li> </ul> <p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Children’s Safeguarding and Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Director of Adult Services</li> <li><input type="checkbox"/> Director of Children’s Services</li> <li><input type="checkbox"/> Assistant Director of Safeguarding</li> </ul>
<p>Executive Lead for Business</p> <p>Councillor Richard Haddock</p>	<p><b>Business Services:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Joint Ventures and Arms Length Companies</li> <li><input type="checkbox"/> Town Centres</li> <li><input type="checkbox"/> Business Improvement Districts</li> </ul> <p><b>Customer Services:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICT</li> <li><input type="checkbox"/> Corporate debt and creditor payments</li> <li><input type="checkbox"/> Business Rates</li> <li><input type="checkbox"/> Libraries</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assistant Director of Community and Customer Services</li> <li><input type="checkbox"/> Assistant Director of Corporate and Business Services</li> <li><input type="checkbox"/> Executive Head of Business Services</li> <li><input type="checkbox"/> Executive Head of Customer Services</li> </ul>

<b>Executive Lead</b>	<b>Portfolio:</b>	<b>Main Director/Assistant Director/Executive Head/Lead Officer</b>
Executive Lead for Environment  Councillor Terry Manning	<input type="checkbox"/> Environmental Health and Regulatory Services <input type="checkbox"/> Natural Environment <input type="checkbox"/> Environment and Flooding	<input type="checkbox"/> Assistant Director of Community and Customer Services

3.
  - (i) The Executive Lead for Business (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 Adults and Children (Councillor Julien Parrott), in consultation with the and Executive Lead for Planning, Transport and Housing (Councillor Mark King), 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 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 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.