

E-mail: democraticservicestdc@teignbridge.gov.uk

24 April 2026

EXECUTIVE

A meeting of the **Executive** will be held on **Tuesday, 5th May, 2026** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

Councillors Buscombe, Hook, Keeling (Chair), Nuttall, Nutley, Palethorpe (Vice-Chair), Parrott, G Taylor and Sanders

Please Note: Filming is permitted during Committee meeting with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public. By entering the Council Chamber you are consenting to being filmed.

AGENDA

Part I

Executive Terms of Reference

The Executive's Terms of Reference is attached to the agenda pack for reference.

Public participation and attending meetings

Information pertaining to public participation rules and attending Council and Committee meetings can be found on the following webpage: [Public participation and attending meetings - Teignbridge District Council](#)

1. **Apologies for absence**
2. **Minutes** (Pages 5 - 8)
To approve and sign the minutes of the meeting held on Tuesday 7th April 2026.
3. **Announcements (if any)**

4. **Declarations of Interest (if any)**

Information pertaining to the Members' Code of Conduct and guidance relating to declaring interests can be found on the following webpage: [Teignbridge District Council – Councillor Conduct](#)

5. **Executive Forward Plan**

To note forthcoming decisions anticipated [on the Executive Forward Plan](#)

6. **Public Questions (if any)**

Members of the Public may ask questions of the Leader or an Executive Member. A maximum period of 15 minutes will be allowed with a maximum of period of three minutes per questioner.

7. **One Teignbridge Governance**

(Pages 9 - 24)

To agree an approach to managing the implementation and performance monitoring of the One Teignbridge Council Strategy 2025-2030.

8. **Recommendation from the Overview & Scrutiny Committee - CIL & S106 Projects**

At the meeting on Tuesday 14th April 2026, the Overview and Scrutiny Committee considered a summary of their informal meeting on Tuesday 17th March 2026 and subsequently agreed a recommended to the Executive that:

The Executive consider the role of Councillors to support officers in delivery of projects through earlier engagement, consultation and the monitoring of commitments.

The agenda and reports from the meeting can be found here (see item 14): [Agenda for Overview and Scrutiny Committee on Tuesday, 14th April, 2026, 10.00 am - Teignbridge District Council](#)

9. **For Information - Individual Executive Member Decisions**

[Executive Member Decisions](#)

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

3.4 The Executive

3.4.1 Membership: The Executive consists of the Council's Leader, a Deputy Leader, together with up to eight other Councillors. The Leader is appointed by the Council. The Deputy Leader and up to eight Executive Members are appointed to the Executive by the Leader.

3.4.2 Areas of Work: The Role of the Executive is to carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution.

3.4.3 The Leader: The Leader of the Council is the chair of the Executive. Unless the law or circumstances direct otherwise, the Leader is elected to the position of Leader by the Council for a period of four years at the annual meeting immediately following the local government elections. The Leader will hold office until:

- (a) they resign from the office; or
- (b) they are suspended from being a councillor (although they may resume office at the end of the period of suspension); or
- (c) they are no longer a councillor; or
- (d) they are removed from office by resolution of the Council.

3.4.4 Executive Members: The areas of responsibility of each member of the Executive is determined solely by the Leader who may vary such during their term of office as they considers appropriate. Such members will exercise regular budget monitoring of the resources allocated by the Council for those purposes, monitor performance, strive to deliver the Council's Corporate Objectives, seek to achieve best value in the services for which they are responsible and have regard to the Council's other policies and strategic objectives.

3.4.5 Executive Members shall hold office until:

- (a) they resign from office; or
- (b) they are suspended from being councillors (although they may resume office at the end of the period of suspension); or
- (c) they are no longer councillors; or
- (d) they are removed from the Executive, either individually or collectively by the Leader of the Council.

3.4.6 Executive Decisions: The Leader, after consultation with the other members of the Executive and the Managing Director, will table at every meeting of the Executive a list of what they consider are **key decisions** and once this list has been approved such decisions shall not be taken other than by the full Executive. **Each member of the Executive is authorised to make the following decisions** without a meeting of the Executive. If an Executive Member is absent or otherwise unavailable to act the Leader (or in his absence, the Deputy Leader) may deputise.

- (a) Make any decision other than a key decision which is both within their remit and does not contravene Council approved policy and budget
- (b) Two or more Executive Members may jointly agree to make a decision which is within their collective remits
- (c) Before taking any decision under this delegation, the Executive Member shall, so far as is reasonably practicable, consult any Member whose ward is particularly affected by that decision and shall arrange for a copy of any report which they intend to take into account in coming to a decision to be made available to the Chair of the Overview/Scrutiny Committee and to the local Ward Member(s) if it relates to a local issue
- (d) As soon as is reasonably practicable, complete and sign a form provided by the Democratic Services Manager summarising any such decision they have made together with reference to the relevant report or other information which was taken into account by them.

3.4.7 Key Decisions: Unless otherwise provided by law, a key decision means an Executive decision which is likely:

- (a) To result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates. For this purpose significant expenditure or savings shall mean in the case of revenue any contract or proposal with an annual payment of more than £100,000; and in the case of capital, any project with a value in excess of £250,000; or
- (b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the opinion of the relevant Director or the Managing Director. A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in this Constitution.

3.4.8 Notification of Key Decisions (whether individual or full Executive decisions)

- (a) Once made, the decision will be notified to all Members of the Council within 2 clear working days.
- (b) The notice will bear the date on which it is published and will specify that the decision(s) which it records will come into force 5 working days after that date unless it is 'called in'. (Please see Section 8(b) for the Call in Procedure).

EXECUTIVE

7 APRIL 2026

Present:

Councillors Hook, Keeling (Chair), Nuttall, Nutley, Palethorpe (Vice-Chair), Parrott, G Taylor and Sanders.

Apologies:

Councillors Buscombe

Officers in Attendance:

Neil Blaney, Director of Place

Charlie Fisher, Democratic Services Manager and Monitoring Officer

Michelle Luscombe, Head of Strategy and Partnerships

Christopher Morgan, Assistant Democratic Services Officer

Richard Rainbow, Climate, Coastal and Drainage Manager

Phil Shears, Managing Director

Graeme Smith, Coastal Officer

Ellie Willcocks, Director of Corporate Services

At the start of the meeting, Councillor Keeling led the Executive and Officers attending in a moment of silence to remember Councillor Mike James, who had recently passed away.

19. MINUTES

It was **PROPOSED** by Councillor Palethorpe and **SECONDED** by Councillor Nutley and

RESOLVED

That the minutes of the previous meeting on Tuesday 10th March 2026 be agreed as a correct record and signed by the Chair.

20. ANNOUNCEMENTS (IF ANY)

Councillor Gary Taylor spoke in memory of Councillor Mike James, recalling that Councillor James served as a Dawlish Town Councillor and Torbay Councillor. Councillor James was a former Chair of the Housing Association and had co-founded a charity for children with special needs. He previously played football for Cardiff City Football Club and coached football locally. In his retirement, Councillor James was an active member of his community and volunteered with the NHS.

Councillor Gary Taylor spoke announced that the Teignbridge Local Plan 2020-2040 was found to be “sound and legally complaint subject to a small number of modifications” by the Planning Inspectorate. The outcome is significant for the Council to deliver sustainable and well-designed places. Those modifications,

set out alongside the Inspectors' final report, are largely clarifications and do not change the Plan's overall strategy, policies or development site locations. Councillor Taylor gave the Executive an overview of the Local Plan and the report of the Planning Inspectorate, highlighting that the Local Plan is due to come to Full Council for formal adoption on 19th May 2025.

Councillor Keeling welcomed Councillor Suzanne Sanders to the Executive and thanked the service of Councillor Peter Williams for his service in the Executive.

Councillor Keeling set out the new Executive and their Executive Remits:

- Councillor Richard Keeling: Leader of the Council and Executive Member for Corporate Strategy, Local Government Reorganisation and Devolution, Strategic Partnerships and Governance.
- Councillor Jackie Hook: Executive Member for Environment, Climate and Sustainability.
- Councillor Gary Taylor: Executive Member for Planning and Building Control.
- Councillor John Parrott: Executive Member for Finance and Corporate.
- Councillor David Palethorpe: Deputy Leader of the Council and Executive Member for Economy, Estates and Major Projects.
- Councillor John Nutley: Executive Member for Leisure and Recreation.
- Councillor Charles Nuttall: Executive Member for Environmental Services.
- Councillor Richard Buscombe: Executive Member for Housing and Homelessness.
- Councillor Suzanne Sanders: Executive Member for Neighbourhoods.

21. DECLARATIONS OF INTEREST (IF ANY)

None.

22. EXECUTIVE FORWARD PLAN

The Executive Forward Plan was noted.

23. PUBLIC QUESTIONS (IF ANY)

None.

24. CRISIS AND RESILIENCE FUND APPROACH

The Executive considered the report outlining the approach that the Council was seeking to take to implement the Crisis and Resilience Fund (CaRF). The report included an appendix setting out the Council's approach and an Equality Impact Assessment. Councillor Palethorpe introduced the item, outlined the purpose of the report and fund and conveyed his thanks to the Officers who had worked on the report.

Councillor Sanders spoke to this item regarding the current pressures on heating oil and fuel, and Councillor Palethorpe confirmed that the Council had received separate funding for residents in hardship to apply for as part of the Crisis and Resilience Fund.

Councillor Hook spoke to this item regarding food vouchers that were available under the previous schemes. Councillor Palethorpe stated that Officers are working with Devon County Council to ensure vouchers were available for the Easter School Holidays and these would continue in the new fund.

Councillor Keeling spoke in support of the item and thanked those who had been involved in the scheme.

It was **PROPOSED** by Councillor Palethorpe and **SECONDED** by Councillor Keeling and

RESOLVED

That the Executive:

1. Implement the Teignbridge Crisis and Resilience Fund as soon as it is reasonably practicable to do so.
2. Approve the implementation approach set out in Appendix 1.
3. Delegate authority to the Head of Housing and the Housing Needs Lead, in consultation with the Executive Member for Housing and Homelessness, to create and develop the required crisis and resilience fund arrangements in accordance with the Government's guidance and to implement the scheme; and to prepare a CaRF Delivery Plan for submission to government as required in July 2026.
4. That a report on the initial period of implementation of the scheme is provided to the Overview and Scrutiny Committee within six months.

25. TEIGNMOUTH BEACH MANAGEMENT PLAN

The Executive considered a report to seek approve the Teignmouth Beach Management Plan. Councillor Hook introduced the item and the report. The Beach Management Plan was appended to the covering report, and Councillor Hook appraised the Executive of the key sections within the Plan.

Councillor Keeling spoke to this item in favour of the adoption of the Beach Management Plan.

In response to a question, the Coastal Officer clarified that the Beach Management Plan doesn't directly cover the recent incidence of a cliff fall at The Ness, Shaldon as cause of the cliff fall was not principally due to coastal erosion.

It was **PROPOSED** by Councillor Hook and **SECONDED** by Councillor Keeling and

RESOLVED

That the Committee:

- 1) Adopt the Teignmouth Beach Management Plan; and
- 2) Work with the Environment Agency to progress the business case, national funding applications and design options to implement a range of measures to enhance coastal defence structures and management measures to mitigate coastal risks at Teignmouth and Shaldon, as set out in the Beach Management Plan.

26. FOR INFORMATION - INDIVIDUAL EXECUTIVE MEMBER DECISIONS

The Leader highlighted these were available online.

The meeting started at 10.01 am and finished at 10.29 am.

Councillor Richard Keeling
Chairman

**Teignbridge District Council
Executive
5 May 2026
Part i**

**One Teignbridge Council Strategy 2025-2030 – Governance
Arrangements**

Purpose of Report

To agree an approach to managing the implementation and performance monitoring of the One Teignbridge Council Strategy 2025-2030

Recommendation(s)

The Executive RESOLVES to:

1. To agree the governance arrangements for managing the implementation of the One Teignbridge Council Strategy 2025-2030.
2. To agree the performance monitoring arrangements for the One Teignbridge Council Strategy 2025-2030.

Financial Implications

These are as set out in section 4.1.

Gordon Bryant

Head of Finance

Email: gordon.bryant@teignbridge.gov.uk

Legal Implications

These are as set out in section 4.2.

Charlie Fisher, Democratic Services Manager and Monitoring Officer

Email: charlie.fisher@teignbridge.gov.uk

Risk Assessment

These are as set out in section 4.3.

Michelle Luscombe Head of Strategy and Partnerships

Tel: 01626 215754

Email: michelle.luscombe@teignbridge.gov.uk

Environmental/ Climate Change Implications

These are as set out in section 4.4.

Michelle Luscombe Head of Strategy and Partnerships

Tel: 01626 215754

Email: michelle.luscombe@teignbridge.gov.uk

Report Author

Michelle Luscombe Head of Strategy and Partnerships

Tel: 01626 215706

Email: michelle.luscombe@teignbridge.gov.uk

Executive Member

Cllr Richard Keeling - Leader

Appendices

1. One Teignbridge Performance Groups – Terms of Reference
2. Corporate Performance Reporting Timetable 2026/2027

1. PURPOSE

- 1.1. The purpose of this report is to explain the proposed approach to managing the implementation and performance monitoring of the One Teignbridge Council Strategy 2025-2030. The report will set out the lead Elected Members and officers responsible for overseeing delivery of the Strategy and the framework for how performance targets will be monitored and scrutinised.

2. REPORT DETAIL

2.1. Overview

- 2.1.1. The One Teignbridge project was launched to the public on the 16th February 2024, to initiate the start of the new council strategy journey. This was followed by a wide-ranging consultation with residents, community leaders, voluntary groups and societies, businesses, and partners to hear about experiences of living and working in Teignbridge.
- 2.1.2. Thousands of opinions and lived experiences were recorded and analysed alongside information and data about the district. These highlighted five strategic priority areas for residents where the Council can have the biggest impact towards a positive future for Teignbridge: Community; Economy; Environment; Homes; and Infrastructure.
- 2.1.3. A sixth strategic priority area is a set of overarching principles that will guide the way the Council will work. These are based on the feedback received around what the community expects from the Council.
- 2.1.4. The [One Teignbridge Strategy](#) was adopted by Full Council on 14th January 2025. Following this, officers coordinated a series of focused meetings with relevant partners, stakeholders and community representatives to identify the main projects and business initiatives that will help to achieve the strategic priorities. These were included in an [Action Plan](#) which was adopted by Full Council on 23 October 2025.
- 2.1.5. At the Full Council meeting on 14th January, the relevance of reviewing the Council Strategy and Action Plan was queried in the context of Local

Government Reorganisation (LGR). However, it was agreed that having an evidenced strategy and a robust, deliverable action plan to focus the work of the authority prior to LGR would ensure that our communities' priorities are represented and taken forward as part of a new organisation.

3. GOVERNANCE ARRANGEMENTS

3.1. Overseeing implementation of the Strategy

- 3.1.1. A clear governance framework is essential to ensure the successful delivery of the One Teignbridge Council Strategy, to provide structured oversight, accountability, and alignment across all activity. With the Strategy now adopted and implementation underway through working groups and action planning, an agreed governance approach helps coordinate decision making, manage risks, and maintain consistency with corporate priorities and community expectations. It ensures that progress is monitored effectively, issues are escalated promptly, and that teams and partners remain focused on achieving the outcomes set out in the Council Strategy, supporting smoother delivery and reducing the likelihood of delays or conflicting approaches.
- 3.1.2. The Action Plan is divided into the 6 strategic priority areas with specific projects and business initiatives listed under each section. It also captures some key 'business as usual' tasks which are essential to meeting the strategic priorities. It is proposed to use these 6 strategic priority areas to structure the governance framework.
- 3.1.3. Throughout preparation of the One Teignbridge Strategy, we have engaged with our communities and partners. Many projects in the Action Plan depend on strong multi-agency collaboration and active community involvement and therefore to ensure effective delivery it is proposed to design the governance structure to include these community, business and partner representatives. This will place our communities at the heart of delivery, providing oversight and accountability while supporting implementation.

- 3.1.4. Each strategic priority area will have assigned officer, Head of Service, Executive Member and Director leads. Where possible, these have been aligned to existing Executive Member and Service level structures but there are various instances where responsibilities overlap. In these cases, the assigned lead officers and members will retain strategic oversight but individual project owners will be responsible for delivery.
- 3.1.5. Collectively, the assigned officers, Executive Members and Directors will form a One Teignbridge Performance Group for each priority area and will meet quarterly to review performance and progress. Terms of Reference for the Performance Groups are included in Appendix 1. Following these meetings, all relevant performance monitoring and exception reporting will be shared with the Senior Management Team (including Senior Leadership Team) enabling strategic coordination across the organisation.
- 3.1.6. Performance will then be reported quarterly to the Overview and Scrutiny Committee and Executive, providing democratic oversight and ensuring that delivery remains aligned with the ambitions of the One Teignbridge Strategy. The Corporate Performance Reporting timetable is included in Appendix 2.
- 3.1.7. Delivery of the One Teignbridge Strategy will therefore be supported through a structured and transparent governance framework. Each strategic priority area will be underpinned by dedicated partnerships involving businesses, community groups, and key stakeholders. These partnerships will help drive delivery and monitor progress against agreed actions.
- 3.1.8. It is proposed that the governance structure is as set out in Figures 1 and 2 below:

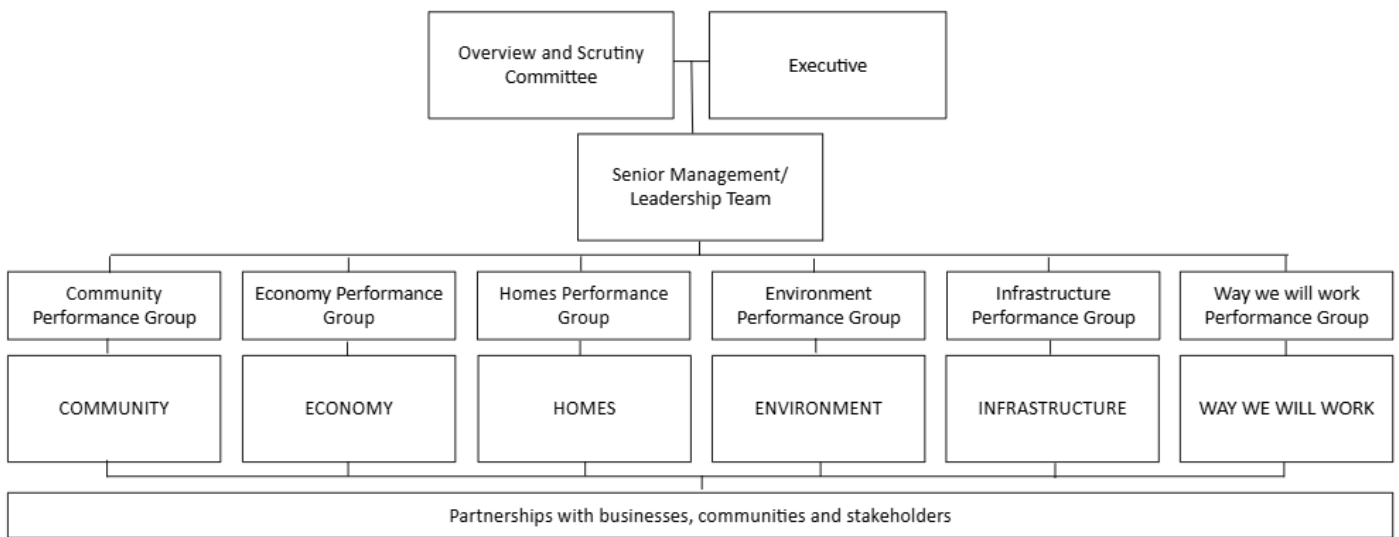


Figure 1: One Teignbridge Governance Diagram

Priority	Lead Officers	Executive Member	Director	Partnerships
Community	Head of Neighbourhoods (Lead) Head of Customer and Digital (Deputy) Nominated officer lead	Executive Member for Neighbourhoods	Director - Place	Community Safety Partnership Town and Parish Council Working Group (ongoing oversight of Charter implementation) Teignbridge Community Network (in partnership with the CVS)
Economy	Head of Assets (Lead) Head of Strategy and Partnerships (Deputy)	Executive Member for Economy, Estates and Major Projects	Director - Corporate	Chambers of Commerce Business Forums Education providers DCC/CCA

	Nominated officer lead			
Environment	<p>Head of Environmental Services (Lead)</p> <p>Head of Neighbourhoods (Deputy)</p> <p>Nominated officer lead</p>	<p>Executive Member for Environmental Services</p> <p>Executive Member for Environment, Climate and Sustainability</p>	<p>Director – Customer Experience and Transformation</p>	<p>Action for Climate in Teignbridge</p> <p>Teignbridge Cycle Forum</p> <p>Teign Estuary and Coastal Partnership</p> <p>Environment Action Group</p>
Homes	<p>Head of Housing (Lead)</p> <p>Head of Development Management (Deputy)</p> <p>Nominated officer lead</p>	<p>Executive Member for Housing and Homelessness</p> <p>Executive Member for Planning</p>	<p>Director – Customer Experience and Transformation</p>	<p>Home Action Group</p> <p>Developer and Agents Forums</p> <p>Local Plan Working Group</p>
Infrastructure	<p>Head of Leisure (Lead)</p> <p>Head of Strategy and Partnerships (Deputy)</p> <p>Nominated officer lead</p>	<p>Executive Member for Leisure and Recreation</p> <p>Executive Member for Economy, Estates and Major Projects</p>	<p>Director - Place</p>	<p>Strategic Infrastructure Partnership Network (multiple partnership arrangements – e.g. EA, Historic England, SWW, National Grid)</p> <p>DCC/CCA</p> <p>Homes England/ MHCLG</p> <p>Active Wellbeing Partnership</p>

The way we will work	Head of HR and OD (Lead) Head of Finance (Deputy) Nominated officer lead	Executive Member for Finance and Corporate	Director - Corporate	Teignbridge Community Network (in partnership with the CVS) – comprising Town and Parish Council and the Community and Voluntary Groups
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3.2. Performance Monitoring

- 3.2.1. The One Teignbridge Action Plan contains a series of key performance indicators (KPIs) which will be used as the basis for measuring performance against project targets.
- 3.2.2. A publicly facing Power BI dashboard will be used to present performance monitoring information for all measurable (i.e. numerical) KPIs, alongside progress against key projects. The introduction of live dashboards represents a step change in transparency and accessibility, enabling stakeholders to view up to date performance data at any point, rather than waiting for scheduled reporting cycles.
- 3.2.3. While formal performance updates will continue to be reported quarterly to the Senior Management and Leadership Team and subsequently to Overview and Scrutiny and Executive Committees (as shown in Figure 1), the dashboards will provide continuous, real time insight, allowing issues, trends and progress to be reviewed in advance and in the round.
- 3.2.4. Reports will focus on successes as well as exception reporting (i.e. highlighting only the things that didn't go as expected, for example, when performance, results, or activities fall outside the normal or acceptable range).

4. Implications, Risk Management and Climate Change Impact

4.1. Financial

- 4.1.1. The Council's ability to deliver services is directly influenced by the availability of financial resources. It is therefore essential that the Council maintains a proactive strategy for managing income and expenditure and makes prudent decisions about the future financing of services.
- 4.1.2. The Action Plan is aligned with the Medium-Term Financial Plan and the Capital Programme, and it will be reviewed annually to ensure continued alignment with the Council's budget.
- 4.1.3. The costs associated with implementing the One Teignbridge Strategy include officer time across all services in the organisation, in addition to specific allocated resource within the Strategy and Partnerships, and Customer and Digital service units to manage data collection, reporting, and presentation for management and committee approval. Additional costs relate to running engagement events with partnership and community groups and promoting One Teignbridge projects. These costs can be accommodated within existing staffing structures, and existing Council Strategy and Consultation and Engagement budgets.

4.2. **Legal**

- 4.2.1. There is no statutory requirement for the Council to produce a Strategy or supporting Action Plan. However, doing so is considered good practice and forms a key part of effective governance. Establishing a clear framework for monitoring and scrutinising performance of the Strategy and Action Plan will strengthen transparency around delivery and help ensure the Council can remain financially sustainable while meeting its statutory obligations and providing any additional discretionary services.

4.3. **Risks**

- 4.3.1. An effective governance framework is essential for ensuring transparency, accountability, and sound financial management in delivering the Corporate Strategy. Without clear arrangements for monitoring and scrutiny, the Council risks losing oversight of how priorities are delivered, weakening the quality of decision making, and reducing its ability to identify

underperformance or emerging issues at an early stage. This can limit the Council's ability to demonstrate responsible use of public funds and to maintain confidence in its strategic direction.

4.3.2. In addition, the absence of strong governance can increase exposure to strategic, service, and project risks, including financial pressures, inefficient resource allocation, and missed opportunities for improvement or transformation. Weak monitoring arrangements can also lead to poorer audit outcomes, as robust internal controls, accurate reporting, and regular performance review are essential components of effective accountability.

4.4. **Environmental/Climate Change Impact**

4.4.1. There are key commitments within the Action Plan to respond to the challenges of climate change, reduce greenhouse gas emissions in the district and look after our green spaces, beaches, and coastal areas. As one of the key pillars of the Strategy, this will ensure that environmental and climate change considerations are front and centre of all Council decisions relating to the services provided and projects delivered by the Council.

5. **CONSIDERATION OF ALTERNATIVE OPTIONS**

5.1. The alternative option to the proposed recommendation is to streamline the governance and reporting arrangements so that corporate monitoring is centralised within the Programme and Performance Team and has much more limited corporate and member oversight. Reporting to Overview and Scrutiny would be on a quarterly 'by exception' basis only. This would, however, limit transparency and the ability to better manage progress and intervention to improve performance across the Board.

6. **CONCLUSION**

6.1. The One Teignbridge Council Strategy and its accompanying Action Plan provide a clear, evidence-based framework for delivering the priorities identified by our communities, partners, and elected members. The proposed

governance arrangements and performance monitoring structure ensure that implementation is coordinated, transparent, and aligned with both corporate objectives and community expectations. By establishing defined roles, clear escalation routes, and a consistent approach to reporting, the Council will be able to track progress effectively, identify issues early, and maintain accountability across all priority areas.

- 6.2. Approving these governance arrangements will support the successful delivery of the Strategy by embedding robust oversight, strengthening financial and risk management, and ensuring that environmental considerations remain central to decision-making. With a structured and collaborative approach in place, bringing together officers, elected members, partners, and communities, the Council will be well positioned to deliver meaningful outcomes and demonstrate strong stewardship ahead of Local Government Reorganisation. On this basis, it is recommended that the governance arrangements as proposed are approved.

Appendix 1: One Teignbridge Performance Groups – Terms of Reference

Purpose

Theme-based One Teignbridge Performance Groups (“the Groups”) are established to provide Officer, Senior Leadership and Executive oversight, coordination, challenge and assurance on the delivery of the six priority themes within the One Teignbridge Council Strategy. These themes are: Community; Economy; Environment; Homes; Infrastructure; and The way we will work.

The Groups will monitor progress against the Action Plan, including agreed actions, projects, milestones and Key Performance Indicators (KPIs).

Scope

The Groups will oversee all actions, projects and performance measures assigned to the relevant priority theme within the Council’s Action Plan. This includes monitoring delivery, performance, risks, dependencies and outcomes.

The Groups provide thematic oversight and coordination and does not replace existing project boards, programme governance arrangements or service management structures.

The Groups are not responsible for the operational delivery of individual projects which are the responsibility of specified project leads.

The Groups’ objectives are to:

- Maintain clear oversight of delivery across the priority theme
- Strengthen accountability for delivery of actions and projects
- Monitor and scrutinise performance against KPIs
- Identify and respond early to risks, issues or slippage
- Promote joined-up working across services and with partners where relevant
- Provide robust assurance to the Senior Management and Leadership Team, the Executive, and the Overview and Scrutiny Committee.

Responsibilities

The Groups will meet quarterly to review performance data and progress reports on actions and projects. This data will be supplied by the Programme Management Office and specified project leads.

Nominated Officer Leads in collaboration with the Programme and Performance Team will be responsible for ensuring relevant data and reports are collated in time for quarterly Performance Group Meetings to take place.

Membership

Membership of the Groups will consist of:

Core Membership:

- Head of Service (Lead)
- Head of Service (Deputy)
- Nominated lead officer
- Director
- Programme and Performance team representative
- Relevant Executive Member(s)

Attendees by invitation may include Communications, Legal, HR, finance and external partners where delivery is shared.

Chairing and Authority

The Groups will be chaired by the Head of Service with lead responsibility for the priority theme.

The Groups may agree actions to address delivery or performance issues within existing policy and budget frameworks. It may not approve new policy, commit additional expenditure, or amend agreed strategic priorities. Such matters must be escalated to the relevant Board, SLT and/or Executive.

Meetings

The Groups will meet quarterly, aligned with corporate performance reporting cycles. Additional meetings may be convened by the Chair where required.

Meetings will be quorate where the Chair (or nominated deputy) and at least three core members are present, including representation from the Programme and Performance Team.

The Groups will use a standard agenda and reporting template to review progress within their priority theme area.

Information considered by the Group as part of the agenda will typically include:

- RAG-rated delivery status against actions and milestones
- KPI results and performance trends
- Key risks, trends, issues and mitigating actions
- Cross-theme linkages and dependencies
- Financial and resource considerations where relevant
- Corrective actions where delivery or performance is off track
- Identification of barriers to delivery, including resource or capacity issues
- Ensure relevant equality, climate change and community impacts are considered
- Escalate significant risks, issues or decisions required beyond its authority

Appendix 2: Corporate Performance Reporting Timetable

Quarter	Quarter end	Report	Overview and Scrutiny Committee Meeting Date	Executive Meeting Date
25/26 Q3	Dec 31 st	One Teignbridge Performance Report	14 April 2026	5 May 2026
25/26 Q4	Mar 31 st	One Teignbridge Performance Report and next Financial Year Performance Indicator target review & changes	15 September 2026	6 October 2026
26/27 Q1	June 30 th	One Teignbridge Performance Report	24 November 2026	1 December 2026
26/27 Q2	Sept 30 th	One Teignbridge Performance Report	12 January 2027	9 February 2027
26/27 Q3	Dec 31 st	One Teignbridge Performance Report	13 April 2027	4 May 2027
26/27 Q4	Mar 31 st	One Teignbridge Performance Report and next Financial Year Performance Indicator target review & changes	To be arranged	To be arranged

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