

Part 7

Management Structure

Management Structure

1. The Head of Paid Service will determine a description of the overall departmental structure of the Council showing the management structure and deployment of officers.
2. The departmental structure pertaining at any given time will be published as Appendix 1 to this part of the Constitution, and will contain the names of Strategic Directors and Heads of Service in their departments. These are the officers with whom members and the public will most frequently come into contact.

ALLOCATION OF FUNCTIONS

The functions under each Head of Service are set out below:

SERVICE STRUCTURE

| Service | Functions |
|---|--|
| Legal and Democratic Services | Monitoring Officer Democratic Services Electoral Services Ethical Governance Legal Services Licensing Member Development and Support |
| Planning Services | Coastal Management Conservation and Design Development and Building Control Planning Planning Policy |
| Community and Economic Services | Art and Sports Development Community Development Community Safety Countryside Management Economic Development and Regeneration Leisure Strategy and Development Museums and Culture |
| Environmental Services and Port Health | Corporate Health and Safety Emergency Planning Environmental Services Food Safety Health Improvement Port Health |
| Financial Services | Section 151 Officer Financial & Management Accounting Central Administration |
| Strategic Housing & Tenant Services | Housing Stock Private Sector Housing Strategic Housing |
| Revenues & Benefits Service | Council Tax Housing Benefit NNDR |
| Customer Services & Commercial Partnerships | Asset Management Car Park Management Customer Services Leisure Operations Procurement & Purchasing Theatre Management Waste Management Acting as strategic client with commercial partnerships (e.g. Suffolk Coastal Services, Norfolk Property Services) |
| ICT & Corporate Services | Communication and Media Management Community Engagement |

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|------------------|---|
| | Council Performance, Policy, Strategy and Risk HR & Organisational Development ICT Management Knowledge Management (incl. Land Charges & GIS) (Concessionary Fares until handed over to Suffolk County Council in April 2011) |
| Audit Management | Internal Audit Functions Liaison with External Audit Fraud Prevention Activity Data Protection Expertise and Advice Freedom of Information Expertise and Advice |

KEY PERSONNEL IN SERVICE AREAS

Chief Executive:

Stephen Baker

Assistant Chief Executive:

Arthur Charvonia (with specific responsibility for Community Development and Engagement; Corporate Health and Safety; Democratic Services; Electoral Services; Housing; Human Resources; Legal and Licensing)

Director of Resources:

Alan McFarlane (with specific responsibility for Accounting and Finance; Asset Management; Audit; Procurement; Revenues and Benefits; Strategic Client; Waste)

Strategic Director

Tony Osmanski (with specific responsibility for Customer Services; Emergency Planning; Environmental Services; Leisure and Culture; Port Health; Community Engagement; Local Strategic Partnership)

Strategic Director

Stephen Archer (with specific responsibility for Building Control; Coast Management; Countryside Management; Development Control; Economic Development and Regeneration; Planning; Tourism)

Head of Legal and Democratic Services

Hilary Slater

Head of Planning Services

Phil Ridley

Head of Community and Economic Services

Andy Wright

Head of Environmental Services & Port Health

Phil Gore

Head of Financial Services

Homira Javadi

Head of Strategic Housing & Tenant Services

Robert Prince

Head of Revenues & Benefits Services

Paul Corney

Head of Customer Services & Commercial Partnerships

David Gallagher

Head of ICT & Corporate Services

Steve Whelan

Head of Audit Management

Trevor Brown