

MANAGEMENT TEAM RESPONSIBILITIES

This document shows the proposed responsibilities for Directors and Heads of Service. Directors will have line management responsibility for a number of Heads of Service to undertake appraisals, one to one meetings and other direct management tasks. This does not mean that a Director will assume strategic responsibility for everything that each Head of Service for which they provide line management for covers. A concept of “matrix management” has been introduced which divides strategic responsibility between the members of the Strategic Management Team (SMT). Areas of responsibility will transfer between senior officers during Quarter 3.

Contact numbers shown below are based on the historical phone number of the various officers and technology is in place to ensure that the officers are contactable via these numbers where ever they happen to be working.

Director Post	Strategic Responsibilities	Notes
Stephen Baker Chief Executive Contact number: (01394) 444378	Economic Development & Regeneration Economic Development Partnerships Tourism	
Alan McFarlane Director of Resources (and S151 Officer at WDC) Contact number : (01502) 523330	Accounting & Finance Asset Management Audit ICT Procurement Revenues & Benefits Strategic Client Waste Car Parks	Asset related projects including Felixstowe South Seafront Suffolk Coastal Services Waveney Norse NPS (at both Councils)
Arthur Charvonia Assistant Chief Executive (and Monitoring Officer at WDC) Contact number : (01502) 523606	Community Development & Engagement	Children & Young People, Older People Community Cohesion Community Development Partnerships Community Engagement Town & Parish Council Liaison (for WDC)

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Director Post	Strategic Responsibilities	Notes
	Democratic Services Electoral Services Housing Human Resources Legal and Licensing Waveney LSP Planning including Development Control Building Control Planning Policy Coastal Management Land Drainage	Including Member Development & Ethical Governance (Standards) Includes Organisational Development & Payroll
Tony Osmanski Strategic Director Contact Number: (01394) 444323	Customer Services Emergency Planning Environmental Services Leisure & Culture Port Health Some Community Engagement (for SCDC) Suffolk Coastal LSP Corporate Health & Safety Countryside management	Including Green Issues & Health Improvement Including Town & Parish Council Liaison (for SCDC)
Collective Responsibilities across SMT	SCDC / WDC joint working initiatives Covering for Chief Executive Place based services Strategic Policy Performance Communication	

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Head of Service Post	Responsibilities	Notes
<p>Andy Wright Head of Community & Economic Services (Line Manager - Chief Executive)</p> <p>Contact Number : (01394) 444429</p>	<p>Art & Sports Development Community Development Community Safety Countryside Management Economic Development & Regeneration Leisure Strategy & Development Museums & Culture Tourism Economic Development Partnerships</p>	<p><u>Includes:</u> Community Grants Community Cohesion Economic Partnerships/SDA/HGP European Issues Landscape & TPO (SCDC only) LSP Older People Regional Economy Rights of Way (SCDC only) Rural Issues Social Inclusion / Community Cohesion Transport Infrastructure & Local Community Transport Young People</p>
<p>Philip Ridley Head of Planning Services (Line Manager - Assistant Chief Executive)</p> <p>Contact Number : (01394) 444432</p>	<p>Coastal Management Suffolk Coastal Futures Conservation & Design Building Control Development Control Planning Planning Policy</p>	<p><u>Includes :</u> Rights of Way (WDC only) TPO Management (WDC only) Land Drainage</p>

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Head of Service Post	Responsibilities	Notes
<p>David Gallagher Head of Customer Services & Commercial Partnerships <i>(Line Manager - Strategic Director)</i></p> <p>Contact Number : (01502) 523007</p>	<p>Asset Management Car Park Management Customer Services Leisure Operations Procurement & Purchasing Theatre Management Waste Management Coastal Pathfinder</p> <p>Acts as strategic client with commercial partnerships (e.g. NPS, SCS, Waveney Norse, Sentinel)</p>	<p><u>Includes:</u> Accessibility – in relation to Customer Access Assets – management of the NPS relationship, accommodation allocation, FM (cleaning etc.), repairs, asset disposal Car parks - day to day operational management of car parks Day to day recording and chasing of Complaints, FOI / EIR requests, DPA requests etc (for WDC)</p>
<p>Phil Gore Head of Environmental Services and Port Health <i>(Line Manager - Strategic Director)</i></p> <p>Contact Number : (01394) 444286</p>	<p>Corporate Health & Safety Emergency Planning Environmental Services Food Safety Health Improvement Port Health</p>	<p><u>Includes:</u> Environmental protection Flooding Green agenda Health promotions Occupational health & safety service for businesses Pollution control JEPU (Joint Emergency Planning Unit) liaison</p>
<p>Hilary Slater Head of Legal & Democratic Services <i>(Line Manager - Assistant Chief Executive)</i></p> <p>Contact Number : (01394) 444336</p>	<p>Monitoring Officer for SCDC Democratic Services Electoral Services Ethical Governance Legal Services Licensing Member Development & Support</p>	<p><u>Includes:</u> Standards</p>

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Robert Prince Head of Strategic Housing & Tenant Services <i>(Line Manager - Assistant Chief Executive)</i> Contact Number : (01502) 523144	Housing stock (WDC) Private Sector Housing Strategic Housing	<u>Includes:</u> Building Team Choice Based Lettings Homelessness Housing Enabling Housing Advice Tenant Services
Steve Whelan Head of ICT & Corporate Services <i>(Line Manager - Director of Resources)</i> Contact Number : (01394) 444337	Communication & media management Community Engagement Council Performance, Policy, Strategy & Risk ICT Management Knowledge Management (incl. Land Charges & GIS)	<u>Includes:</u> Business Continuity Town & Parish Liaison GIS systems & operations Data retention Project Management Data quality Felixstowe South Seafront Project Council Accommodation Strategy
Homira Javadi Head of Financial Services <i>(Line Manager - Director of Resources)</i> Contact Number: (01394) 444529	S151 Officer for SCDC Financial & Management Accounting Central Administration (SCDC only)	<u>Includes:</u> Revenue & capital budgets Taxation VFM / UoR Accounts Payable Accounts Receivable (SCDC only) Treasury Management Insurance & VAT
Paul Corney Head of Revenues & Benefits Service <i>(Line Manager Director of Resources)</i> Contact Number: (01502) 523603	Council Tax Housing Benefit NNDR	<u>Includes :</u> Accounts Receivable (Debtors) (WDC only)

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<p>Siobhan Martin Audit Partnership Manager <i>(Line Manager Director of Resources)</i></p> <p>Contact Number : (01394) 444311</p> <p><i>The Audit Partnership includes Ipswich Borough Council</i></p>	<p>Internal Audit Functions Liaison with External Audit Fraud Prevention Activity Data Protection Expertise and Advice Freedom of Information Expertise and Advice</p>	<p><u>Includes:</u> Recording, monitoring and chasing FOI enquiries (for SCDC) Housing Benefit Fraud</p>
<p>Bev Herring Partnership Programme Manager <i>(Line Manager Strategic Director)</i></p> <p>Contact Number : (01502) 523215</p> <p><i>This is a temporary post</i></p>	<p>Co-ordinate and manage projects within the Shared Services Partnership</p>	