## Appendix A

# CHIEF OFFICER MANAGEMENT STRUCTURE Summary of Functions June 2012

CHIEF EXECUTIVE

Mark Cullinan



Promoting City, Coast & Countryside

## **RESOURCES**

## HEAD OF SERVICE

SECTION 151 OFFICER

#### Financial Services

- Accountancy
- Exchequer services
- Insurance & risk management
- Treasury
- management
- Procurement

#### Information Services

#### Internal Audit

#### Property services

- Commercial property management
- Premises management incl. non-housing building maintenance and room hire

## Revenues and Benefits (shared service)

- Council tax
- Business rates
- Benefits administration

## GOVERNANCE

#### HEAD OF SERVICE SARAH TAYLOR

 MONITORING OFFICER

#### **HR Services**

- Employee relations
- Employee
- development
- Recruitment
- Organisational development

#### Legal Services

- Legal advice
- Licensing
- Land charges

#### **Democratic Services**

- Committee administration
- Election support
- Civic functions
- Members and Mayoral support

# COMMUNITY

HEAD OF SERVICE

#### Wellbeing

Sport and leisure centres/ community pools/parks management

#### **Partnerships**

- Performance management
- External funding/ Programmes

#### Communications

- Communications, Marketing and events
- Visitor Information Centres
- Customer services
- Consultation/ Engagement

# ENVIRONMENTAL SERVICES

HEAD OF SERVICE
MARK DAVIES

#### Waste Collection / Highways

- Refuse collection
- Recycling & waste minimisation
- Highway maintenance

#### Cleansing / Grounds Maintenance

- Street cleansing
- Grounds
- maintenanceMaintenance of parks and play areas

#### Fleet Management

- Vehicle maintenance
- Council fleet management

### Repairs and Maintenance

 Planned / responsive housing maintenance

#### **Business Services**

- Depot Management
- Stores
- Finance / Admin
- Parking administration
- CCT\
- Management of markets

# HEALTH AND HOUSING SERVICES

HEAD OF SERVICE SUZANNE LODGE

#### Environmental Health

- Food and Health and safety
- Environmental protection
- Cemeteries

#### Private Sector Housing

- Housing
- standards
  Homelessness/Housing
- options
  Home Improvement
  Agency
- Choice based lettings

#### Council Housing

- Council housing management
- Sheltered housing
- Out of hours central control

# REGENERATION AND PLANNING

HEAD OF SERVICE

## Policy and Delivery

- LDF/Area Action Plans
- Housing strategy
- Regeneration, urban design
- Business support/Visitor economy

#### **Engineering Services**

- Environmental
- management
  Coastal defences
- Shoreline/Flood Risk Management
- AONB

#### Development Management

- Planning applications
- Building regulations
- Enforcement
- Tree Preservation Orders