



MANAGEMENT TEAM RESPONSIBILITIES – EFFECTIVE MARCH 2021

| Officer | Strategic Responsibilities | Notes |
|---|---|--|
| <p>Stephen Baker Chief Executive and Head of Paid Service</p> <p>Contact number: (01394) 444378</p> | <p>Growth Internal Audit Finance, Corporate Performance and Risk Management Human Resources, Workforce Development and Payroll Democratic Services, Legal Services, Licensing and Ethical Governance Lowestoft Rising Sizewell C Electoral Services</p> | <p>Direct reports:</p> <ul style="list-style-type: none"> • Head of Internal Audit • Chief Finance Officer and Section 151 Officer • Head of Legal & Democratic Services and Monitoring Officer • Human Resources and Organisational Development Manager • Electoral Services Manager |
| <p>Andy Jarvis Strategic Director AJ <i>(Line Manager – Chief Executive)</i></p> <p>Contact number: (01394) 444323</p> | <p>Economic Development, Regeneration, Tourism, Leisure and Culture Growth Housing Customer Services Communications and Marketing</p> | <p>Direct reports:</p> <ul style="list-style-type: none"> • Head of Economic Development and Regeneration • Head of Housing • Head of Customer Services, Communications and Marketing |



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|---------|---|--|
| | Property Services Countryside Management Waste Management Suffolk Coastal and Waveney Norse Sentinel Leisure Trust Places for People | <ul style="list-style-type: none"><li data-bbox="1447 684 1738 711">• Head of Operations |



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| <p>Nick Khan Strategic Director NK <i>(Line Manager – Chief Executive)</i></p> <p>Contact Number: (01502) 523606</p> | <p>Emergency Planning Environmental Services Port Health Corporate Health and Safety Planning, Development Management and Planning Policy Building Control Partnership Coastal Management - Coastal Partnership East Active Communities, Community Development and Community Engagement Health and Wellbeing East Suffolk Partnership ICT/Digital Brexit</p> | <p>Direct reports:</p> <ul style="list-style-type: none"> • Head of Environmental Services and Port Health • Head of Digital and Programme Management • Head of Planning and Coastal Management • Head of Communities |



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| Head of Service Post | Responsibilities | Notes |
|--|---|---|
| <p>Paul Wood Head of Economic Development and Regeneration <i>(Line Manager – Strategic Director AJ)</i> Contact Number: (01394) 444632</p> | <p>Economic Development, Regeneration, Tourism, Leisure and Culture Growth and Skills Enterprise Zones Energy Transport and Infrastructure Funding</p> | <p>Leiston Together Felixstowe Forward</p> |



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|---|--|-------|
| <p>Vacant Head of Housing <i>(Line Manager – Strategic Director AJ)</i></p> <p>Contact Number: (01502) 523144</p> | <p>Housing Revenue Account Housing stock (WDC) Housing Development Building Services Tenant Services Private Sector Housing Homelessness Choice Based Lettings Housing Options Travellers</p> | |
| <p>Emma Bloom Head of Customer Services, Communications & Marketing <i>(Line Manager – Strategic Director AJ)</i></p> <p>Contact Number: (01502) 523330</p> | <p>Customer Services Customer Access Channel Shift Complaints/FOI/EIR Communications and Marketing</p> | |



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| Kerry Blair Head of Operations <i>(Line Manager - Strategic Director AJ)</i> Contact Number: (01502) 523007 | Property Services Commercial Partnerships Car Park Management Facilities Management Leisure Contracts Play and Sports Development Procurement Waste Management Museums and Culture Countryside Management | Suffolk Coastal Norse Sentinel Leisure Trust Places for People |
| Vacant Head of Environmental Services and Port Health <i>(Line Manager - Strategic Director NK)</i> Contact Number: (01394) 444286 | Corporate Health and Safety Emergency Planning Environmental Services Food and Safety Health Improvement Port Health Business Continuity | Joint Emergency Planning Unit |



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| <p>Sandra Lewis Head of Digital and Programme Management (Line Manager – Strategic Director NK)</p> <p>Contact Number: (01502) 523215</p> | <p>Digital Transformation ICT Development, Strategy and Performance Member ICT Resilience and Disaster Recovery Land Charges and GIS Website and Intranet Corporate Project Management Business Solutions</p> | |
| <p>Philip Ridley Head of Planning and Coastal Management (Line Manager – Strategic Director NK)</p> <p>Contact Number: (01394) 444432</p> | <p>Coastal Management Development Management Conservation and Design Building Control Planning Policy Sizewell Rights of Way</p> | <p>Coastal Partnership East Building Control Partnership</p> |



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| <p>Nicole Rickard Head of Communities <i>(Line Manager – Strategic Director NK)</i></p> <p>Contact Number: (01502) 523231</p> | <p>Active Communities, Community Development and Community Engagement Health and Wellbeing Community Safety Community Grants Social Inclusion Community Partnerships Armed Forces Covenant</p> | <p>Shared role with Great Yarmouth and Norfolk CCG + Ipswich & East Suffolk CCG Lowestoft Rising Leiston Together</p> |
| <p>Siobhan Martin Head of Internal Audit <i>(Line Manager- Chief Executive)</i></p> <p>Contact Number: (01394) 444311</p> | <p>Internal Audit Liaison with external audit Counter Fraud Data Protection/GDPR Senior Information Risk Officer</p> | |



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| <p>Brian Mew Chief Finance Officer and S151 Officer <i>(Line Manager – Chief Executive)</i></p> <p>Contact Number: (01394) 444571</p> | <p>MTFS Financial Compliance and Planning Accounting Capital Programme Treasury Management Taxation Value for Money Payables and Purchasing External Audit Liaison Corporate Performance and Risk Management Business Rates</p> | <p>Anglia Revenues Partnership</p> |



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| <p>Hilary Slater Head of Legal and Democratic Services and Monitoring Officer <i>(Line Manager – Chief Executive)</i> Contact Number: (01394) 444336</p> | <p>Democratic Services Ethical Governance and Standards Legal Services Member Development and support Licensing</p> | |