



MANAGEMENT TEAM RESPONSIBILITIES – EFFECTIVE MARCH 2022

| Officer | Strategic Responsibilities | Notes |
|---|---|--|
| <p>Stephen Baker Chief Executive</p> | <p>Head of Paid Service/workforce development Policy and Performance Communications and Marketing Finance and Risk Management Growth Recovery Emergency Planning Electoral Services Corporate health and safety</p> | <p>Direct reports:</p> <ul style="list-style-type: none"> • Head of Internal Audit • Communications and Marketing Manager • 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>Economic Development, Regeneration, Tourism, Leisure and Culture Housing Customer Experience Property Services Countryside Management</p> | <p>Direct reports:</p> <ul style="list-style-type: none"> • Head of Economic Development and Regeneration • Head of Housing • Head of Customer Experience • Head of Operations |



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|--|---|--|
| | Waste Management | |
| Nick Khan Strategic Director NK <i>(Line Manager – Chief Executive)</i> | Environmental Services Port Health Planning, Development Management and Planning Policy Building Control Partnership Coastal Management/Coastal Partnership East Communities Community Partnerships Health and Wellbeing ICT/Digital Brexit Strategic Plan and Programme Management | Direct reports: <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 • Political Assistants |



MANAGEMENT TEAM RESPONSIBILITIES – EFFECTIVE MARCH 2022

| Head of Service Post | Responsibilities | Notes |
|---|--|-------------------------|
| <p>Paul Wood Head of Economic Development and Regeneration <i>(Line Manager – Strategic Director AJ)</i></p> | <p>Economic Development, Regeneration, Tourism, Leisure and Culture Growth and Skills Enterprise Zones Energy Transport and Infrastructure Funding</p> | <p>Leiston Together</p> |
| <p>Heather Tucker Head of Housing <i>(Line Manager – Strategic Director AJ)</i></p> | <p>Housing Revenue Account Housing stock Housing Development Building Services Tenant Services Private Sector Housing Homelessness Choice Based Lettings Housing Options</p> | |



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|---|---|---|
| Emma Bloom Head of Customer Experience <i>(Line Manager – Strategic Director AJ)</i> | Customer Services/Experience Customer Access Complaints/FOI/EIR (operational) | |
| Kerry Blair Head of Operations <i>(Line Manager - Strategic Director AJ)</i> | Asset Management Commercial Partnerships Car Park Management Facilities Management Leisure Contracts Play and Sports Development Procurement Waste Management Countryside Management Emergency Planning Business Continuity | East Suffolk Norse Vertas Everyone Active Places for People Joint Emergency Planning Unit |



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|---|--|-------|
| Fiona Quinn Head of Environmental Services and Port Health <i>(Line Manager - Strategic Director NK)</i> | Corporate Health and Safety Environmental Services Food and Safety Health Improvement Port Health | |
| Sandra Lewis Head of Digital and Programme Management (Line Manager – Strategic Director NK) | Digital Transformation ICT Development, Strategy and Performance Resilience and Disaster Recovery Land & Property Gazetteer and GIS Website and Intranet Local Land and Property Gazetteer Strategic Plan and Performance Management Performance and Risk Management Business Solutions Channel Shift | |



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|--|--|--|
| Philip Ridley Head of Planning and Coastal Management <i>(Line Manager – Strategic Director NK)</i> | Coastal Management Development Management Conservation and Design Building Control Planning Policy Sizewell Rights of Way Land Charges | Coastal Partnership East Building Control Partnership |
| Nicole Rickard Head of Communities <i>(Line Manager – Strategic Director NK)</i> | Active Communities, Community Development and Community Engagement Health and Wellbeing Community Safety Community Grants Social Inclusion Community Partnerships Armed Forces Covenant | Shared role with Norfolk & Waveney CCG + Ipswich & East Suffolk CCG Lowestoft Rising Leiston Together |



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|---|---|---|
| Siobhan Martin Head of Internal Audit <i>(Line Manager- Chief Executive)</i> | Internal Audit Counter Fraud Data Protection/GDPR FOI/EIR (strategic) Senior Information Risk Officer | Shared service with Ipswich Borough Council |
| Brian Mew Chief Finance Officer and S151 Officer <i>(Line Manager – Chief Executive)</i> | MTFS Financial Compliance and Planning Accounting Capital Programme Treasury Management Taxation Value for Money Payables and Purchasing External Audit Liaison Business Rates | Anglia Revenues Partnership |



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|---|---|--------------------------------|
| <p>Chris Bing Head of Legal and Democratic Services and Monitoring Officer <i>(Line Manager – Chief Executive)</i> Contact Number: (01394) 444408</p> | <p>Democratic Services Ethical Governance and Standards Legal Services Member Development and support Licensing</p> | <p>MO for Broads Authority</p> |