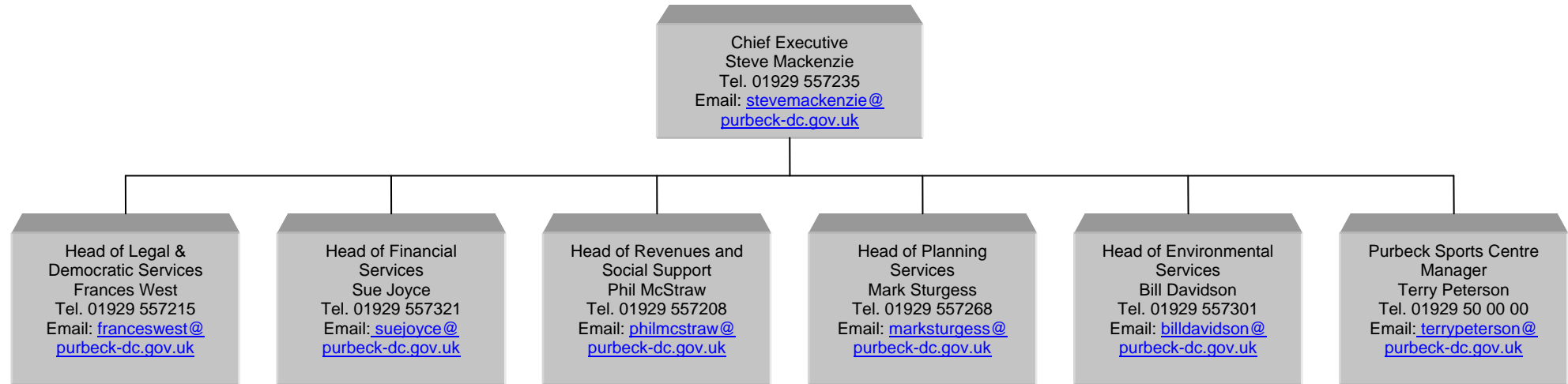


Purbeck District Council Management and Departmental Structure (with Contact Details)

The Management team under the leadership of the Chief Executive is as follows:



Please see following Pages for Departmental Structure and responsibilities

Chief Executive's Unit

Chief Executive
 Steve Mackenzie
 Tel. 01929 557235
 Email: stevemackenzie@purbeck-dc.gov.uk

- As Head of Paid Service and Chief Finance Officer (S151) responsibility for :-
- Duties as Proper Officer
 - Corporate Policy Coordination and Strategies
 - Financial Policy and Strategies
 - Civil Contingencies (Emergency Planning) and Business Resilience
 - Corporate Governance Policy & Strategies
 - Performance Management and Best value
 - Electoral Registration Officer and Returning Officer

Personnel Manager
 Christine Dewey
 Tel. 01929 557204
 Email: christinedewey@purbeck-dc.gov.uk

- Personnel Matters
- National Pay Awards
- Staff Training & Development
- Recruitment
- Grievance & Disciplinary
- Job Evaluation
- Staff Handbook
- Health and Safety

Performance Officer
 Jane Hay
 Tel. 01929 557325
 Email: janehay@purbeck-dc.gov.uk

- Business planning processes
- Performance monitoring
- Scrutiny support
- Co-ordination of external inspection or assessment

Equalities Officer
 Vacant

- Equalities and Diversity Policies

Communications Officer
 Claire Lodge
 Tel. 01929 557201
 Email: clairelodge@purbeck-dc.gov.uk

- Graphics Unit
- Internal and external communications, including:-
 - Communication strategies
 - Media liaison
 - Production of magazines such as "About Purbeck"
 - Marketing support to the Purbeck Sports Centre

IT Manager
 Paul Gammon
 Tel. 01929 557316
 Email: paulgammon@purbeck-dc.gov.uk

- Consultancy & Evaluation
- Voice and Data Network
- System Design & Programming
- Internet and Intranet
- Geographical Information
- Data Protection
- User support and Helpdesk
- Procurement and Inventories

Legal and Democratic Services

Head of Legal & Democratic Services
 Frances West
 Tel. 01929 557215
 Email: franceswest@purbeck-dc.gov.uk

- Monitoring Officer, Corporate Property Officer & Legal Services – Contract Management
- Corporate Administration
- The Council's Constitution
- Review of Standing orders and Council procedure
- Procedural advice and guidance for staff, members and parish councils
- Litigation and Advocacy
- Bylaws and Legislation

Principal Legal Officer
 John Hart
 Tel. 01929 557217
 Email: johnhart@purbeck-dc.gov.uk

- Land Charges
- Terrier of Council owned Land
- Conveyancing
- Construction (Design & Management) Contracts
- Deeds and Contract Agreements
- Sealing of Documents

Anti-Social Behaviour Reduction Officer
 Greg Smith
 Tel. 01929 557396
 Email: gregsmith@purbeck-dc.gov.uk

- Complaints concerning Anti Social Behaviour
- Case Management
- Anti Social Behaviour Orders (ASBO)
- Acceptable Behaviour Contracts (ABC)
- Community Safety
- Crime and Disorder
- Crime prevention
- Community Liaison

Contracts Officer
 Jacquie Hall
 Tel. 01929 557299
 Email: jacquiehall@purbeck-dc.gov.uk

- Facilities Management
- Security & Caretaking
- Main reception
- Telephony
- Staff Identity Cards
- Purchasing & Procurement
- Contract Management

Estate Officer
 Michael McDade
 Tel. 01929 557341
 Email: michaelmcdade@purbeck-dc.gov.uk

- Council Owned Business Premises
- Leases and agreements
- Repairs and Maintenance
- Rent and Lease Review

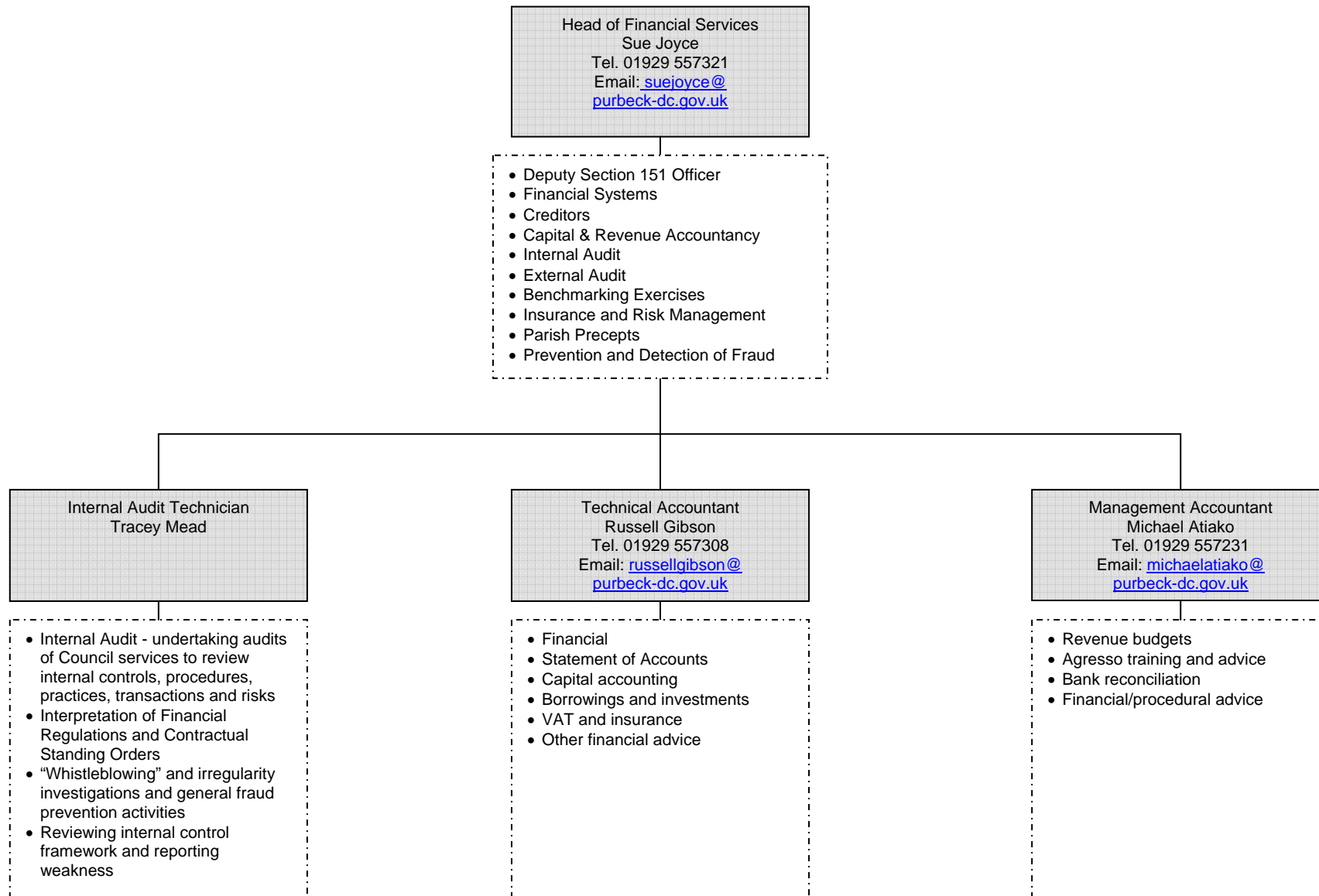
Principal Democratic Services Officer
 Peter Aston
 Tel. 01929 557221
 Email: peteraston@purbeck-dc.gov.uk

- Committee & Member Services inc.
- Member Training & Development
- Electoral Registration
- Elections, Referenda
- Emergency Planning
- Civil Contingency and Business Resilience

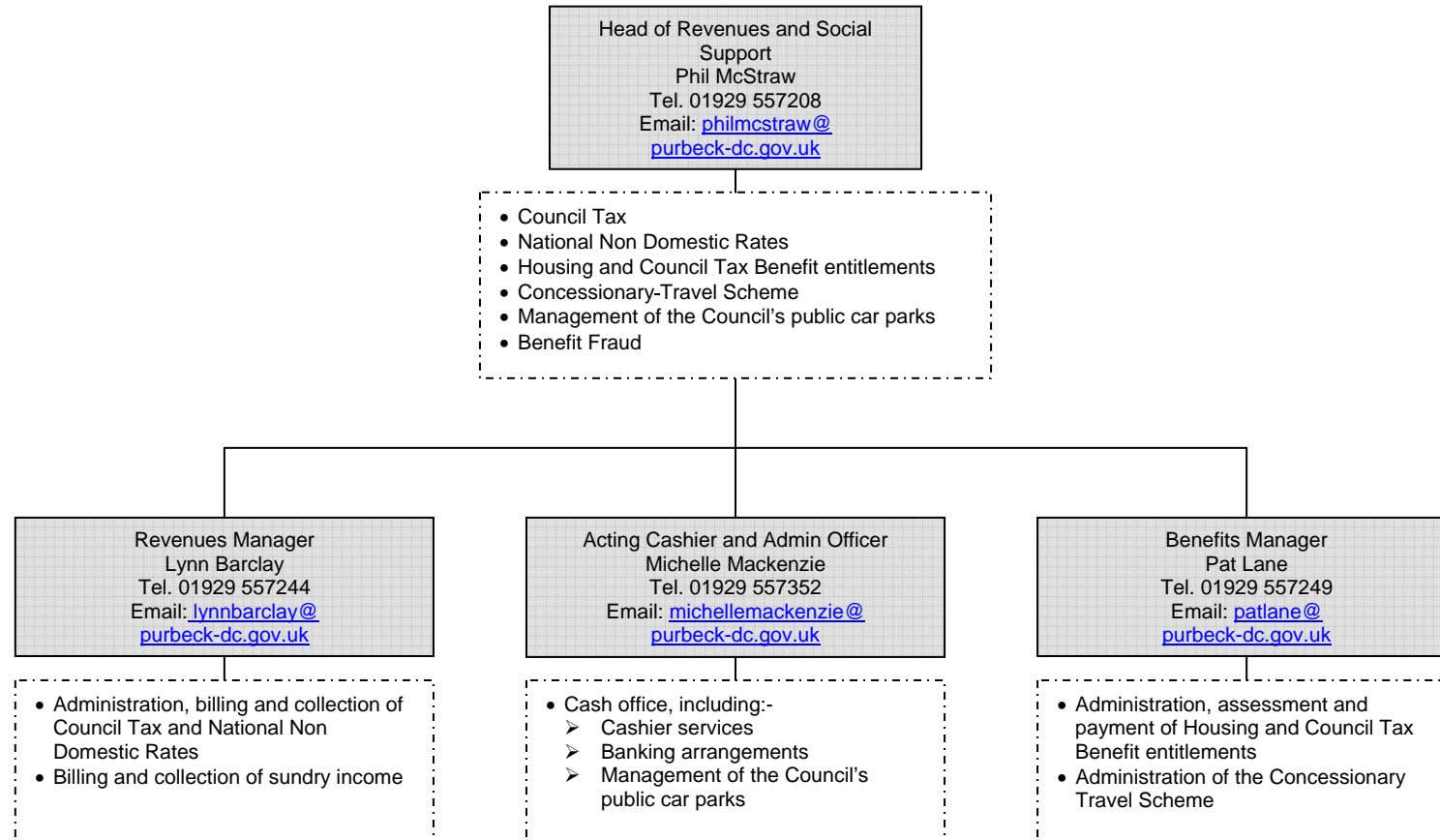
Licensing Officer
 Trevor Heritage
 Tel. 01929 557220
 Email: trevorheritage@purbeck-dc.gov.uk

- Taxi & Private Hire
- Alcohol & Entertainment
- Gambling & Licensing Policy
- Road Closures
- Street Collections
- House to House Collections

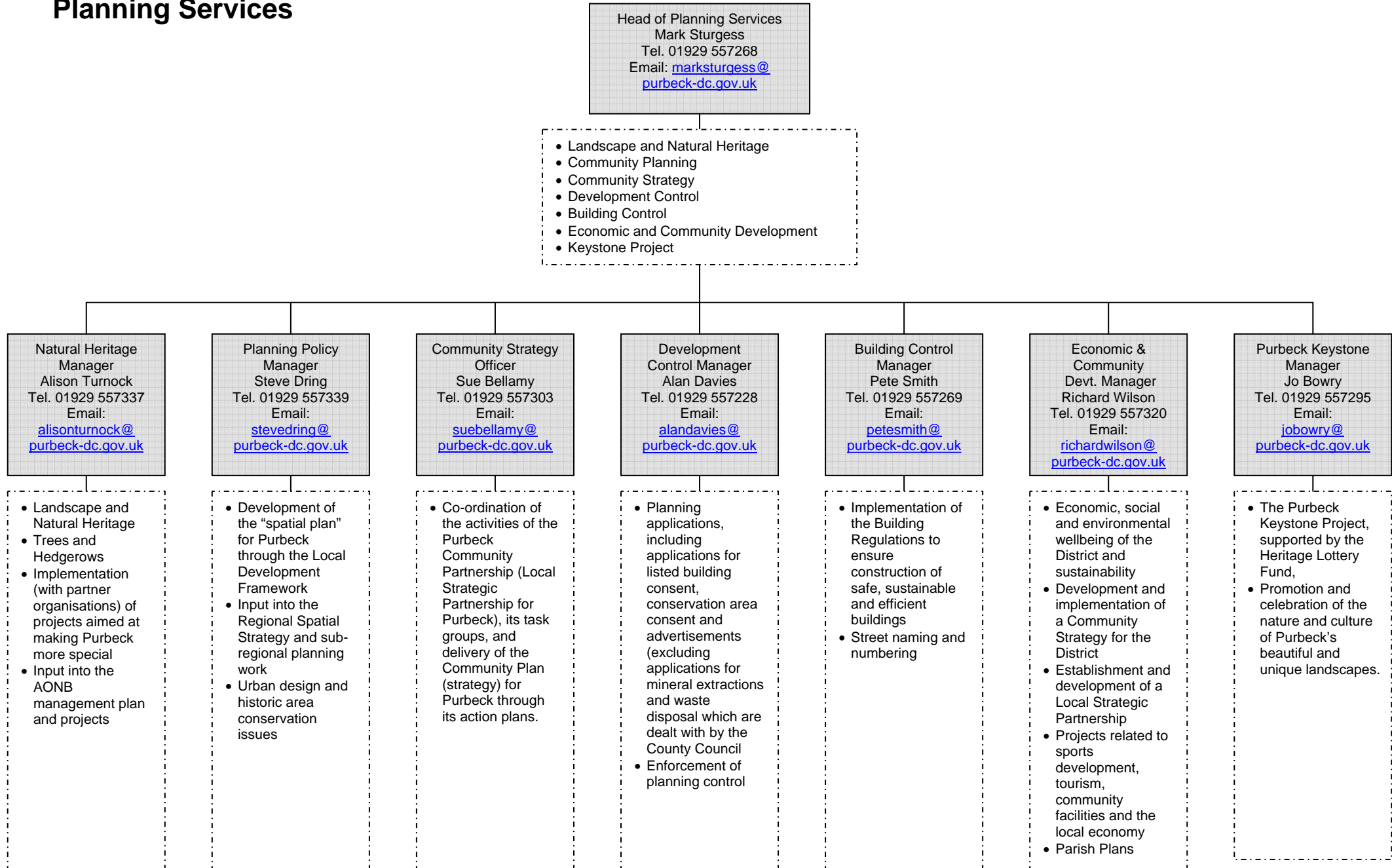
Financial Services



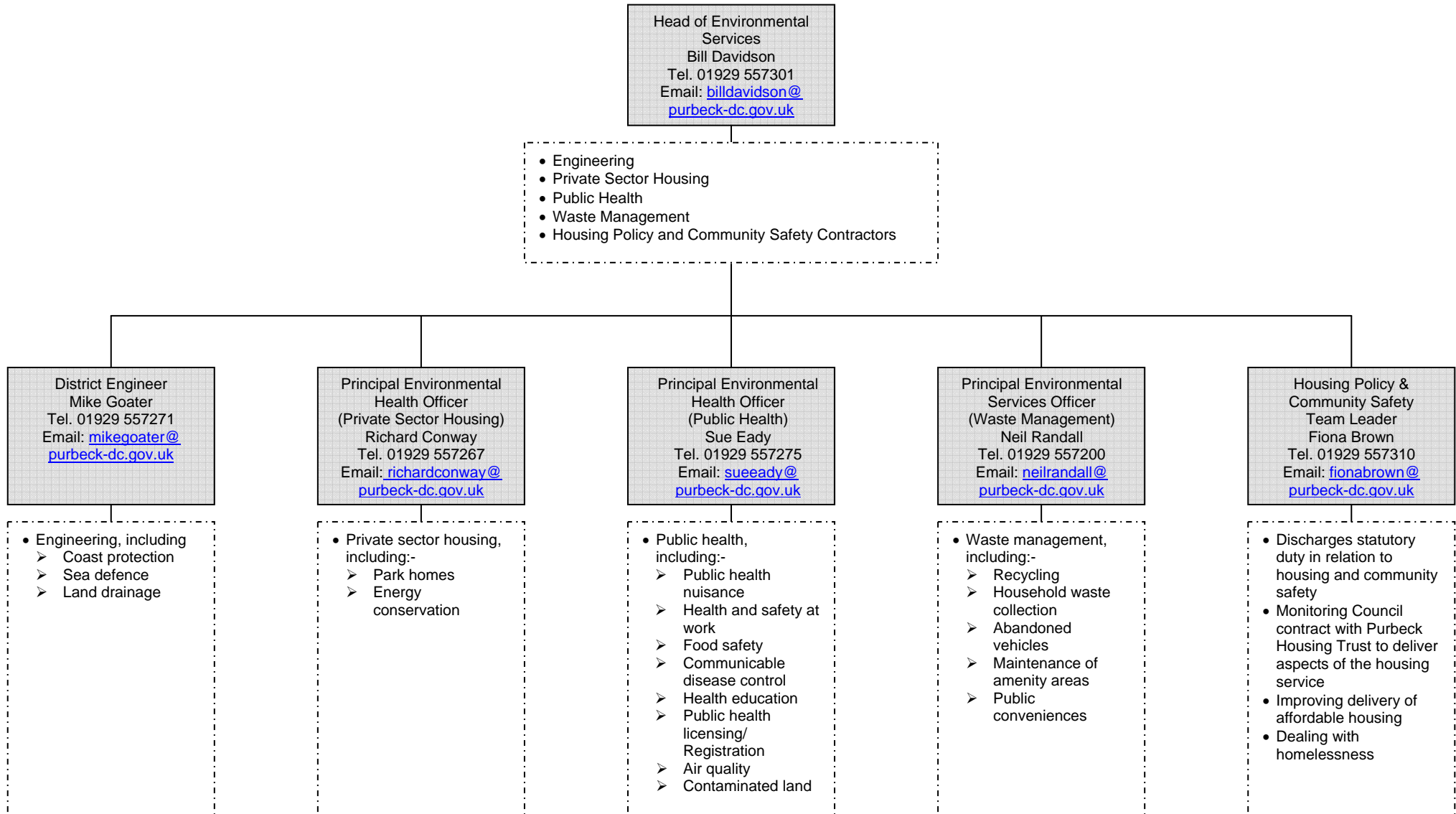
Revenues and Social Support



Planning Services



Environmental Services



Purbeck Sports Centre

