



ORGANISATIONAL ROADMAP

Who and Where to Direct your Enquiry

Responsible for

Chief Executive

Tim Clegg

Tel: (01785) 619200

Fax: (01785) 619119

Email:

chiefexecutive@staffordbc.gov.uk

Strategic Direction of the whole Authority
Principal Advisor to the Council
Head of Paid Service
Returning Officer for Elections
Electoral Registration Officer
Emergency Planning/Civil Contingencies Act
Local Strategic Partnership Secretary
Overview of all external services

ENVIRONMENTAL AND HEALTH

Howard Thomas
Head of Environment
Tel: (01785) 619358
Email: hthomas@staffordbc.gov.uk

- Environmental and Health Services - (Public Protection/Environmental Protection)
- Bereavement Services
- Streetscene
- Housing - (Strategy, Advice and Standards)
- Licensing
- Pest Control and Stray Dog Services
- Waste Collection and Recycling Services

Health and Housing Group

Tomos Jones
Interim Health and Housing Services Group
Manager
Tel: (01785) 619336
Email: tjones@staffordbc.gov.uk

- Management of the Council's Strategic housing and Health and Wellbeing functions
- Homelessness and Housing Options
- Private Sector Housing Enforcement and Renewal
- Disabled Facilities Grants
- Housing Need
- Affordable Housing and Planning issues
- Health and Wellbeing strategy and delivery

Vacant
Principal Officer (Health and Housing)

Kate Harrold
District Public Health Development and
Partnership Officer
Tel: (01785) 619318
Email: kharrold@staffordbc.gov.uk

- Programme Manager for Health and Wellbeing Initiatives
- Commissioning Lead for Health and Wellbeing
- Health and Wellbeing Strategy and policy development
- Stafford and Surrounds Health and Wellbeing Support Officer

Anna Nevin
Lead Officer Housing Strategy and Options
Tel: (01785) 619176
Email: anevin@staffordbc.gov.uk

- Housing Strategy, Policy and Research
- Lead on New Build Affordable Housing Issues
- Partnership Development
- Analysing/Planning to meet housing demand,
- Customer Engagement and Satisfaction Issues
- Development of Domestic Violence Refuge
- Managing the Housing Options and Homelessness Service
- Assessing the need for accommodation of Gypsies and Travellers

Vacant
Lead Officer for Housing Standards

- Assessing Private Housing Standards and working with Landlords
- Helping people Improve and Repair their homes
- Managing Disabled Facilities Grants
- Promoting Home Energy Conservation, Warm Homes, and the Reduction of Carbon Emissions
- Reducing the number of Problem Empty Homes
- Supporting vulnerable tenants to access and sustain tenancies
- Improving the health and wellbeing of homeowners and tenants

Regulatory Services Group

Robert Simpson
Regulatory Services Group Manager
Tel: (01785) 619411
Email: rsimpson@staffordbc.gov.uk

Vacant
Principal Environmental Health Officer

Julie Wallace
Licensing Officer
Tel: (01785) 619605
Email: jwallace@staffordbc.gov.uk

Operational Services Group

Phil Gammon
Operational Services Group Manager
Tel: (01785) 619108
Email: pgammon@staffordbc.gov.uk

Mark Street
Operational Services Manager
Tel: (01785) 619390
Email: mstreet@staffordbc.gov.uk

Mick Bailey
Streetscene Area Co-ordinator (Operational
Delivery / Customer Engagement)
Tel: (01785) 619108
Email: mbailey@staffordbc.gov.uk

Responsibility for the strategic and operational delivery of:

- Licensing
- Food Safety
- Health and Safety
- Enviro-crime
- Environmental Pollution
- Technical, Administration, Performance and Quality
- Drainage from Homes and Buildings
- Food Safety - (Inspection of Food Premises, Food Complaints and Food Sampling)
- Health and Safety - (Inspection of Premises, Investigation of Accidents)
- Infectious Disease Control - (Investigation and advice on Food and Water-borne disease)
- Noise Nuisance - (Domestic and Industrial)
- Pollution Issues - (Bonfires, Odours, Smoke, Fumes)
- Private Water Supplies
- Air Quality
- Contamination Land
- Pollution from Industrial Processes
- Administration of Street Trading and Consents
- Licensing and Inspection of Taxis and Private Hire
- Licensing of Premises for: Sale of Alcohol; Regulated Entertainment and Late Night opening of Takeaways
- Minor Licensing Activities
- Enviro-crime Enforcement

Overall responsibility for the strategic and operational delivery of:

- Streetscene
- Bereavement Services
- Waste Collection and Recycling Services
- Pest Control Service

Overall responsibility for the operational delivery of:

- Streetscene
- Bereavement Services
- Waste Collection and Recycling Services
- Pest Control Service

All aspects of Streetscene including:

- Street Cleansing
- Grounds Maintenance
- Arboricultural Services
- Horticultural Services
- Community Liaison

Anthony Evans
Bereavement Services Manager
Tel: (01785) 242594
Fax: (01785) 228521
Email: aevans@staffordbc.gov.uk or
bereavementservices@staffordbc.gov.uk

All aspects of Bereavement Services undertaken at:

- Eccleshall Rd Cemetery
- Stone Cemetery
- Stafford Crematorium
- Tixall Road Cemetery

Diane Barnard
Contracts Liaison Officer
Tel: (01785) 619633
E:mail: dbarnard@staffordbc.gov.uk

All aspects of the provision of operational activities to other public bodies and commercial organisations

FINANCE (Shared Service with Cannock Chase District Council)

Bob Kean
Head of Finance
Tel: (01785) 619241
(01543) 464334
Mob: 07974231296
Email: bobkean@cannockchasedc.gov.uk

Council's Chief Finance
(Section 151) Officer
Financial Strategy and Planning
Financial Services and Local Taxation and Benefits

Individual Contact Officers

Rob Wolfe
Revenues and Benefits Manager (Shared Services)
Tel: (01543) 464397
Email: robwolfe@cannockchasedc.gov.uk

General Enquiries:
Council Tax and Business Rates
- Billing (01785) 619279
- Recovery (01785) 619284
Housing and Council Tax Benefit
Customer Services (01785) 619478
Telephone Payments (0161) 621 4111
Benefits Helpline (01785) 619478

Emma Fullagar
Chief Accountant
Tel: (01543) 464720
Email: efullagar@cannockchaseddc.gov.uk

Deputy Section 151 Officer
Financial Advice
Preparation and Monitoring of Revenue Budget
Preparation of Final Accounts

Alison Kendall
Deputy Chief Accountant
Tel: (01543) 464721
Email: akendall@cannockchasedc.gov.uk

Capital Projects
Budgeting and Closure of Accounts

AUDIT & RISK, RESILIENCE AND PROCUREMENT (Shared Service with Cannock Chase District Council)

Judith Aupers
Head of Governance
Tel: 01543 464411
Email JudithAupers@cannockchasedc.gov.uk

Internal Audit, Insurance
Risk Management
Civil Contingencies (ie Emergency Planning and Business Continuity Planning)
Procurement

Judith is based at Cannock but spends Wednesdays at Stafford and can be contacted on 01785 619252

Individual Contact Officers

Stephen Baddeley
Chief Internal Auditor and Risk Manager
Tel: 01543 464415
Email: StephenBaddeley@cannockchasedc.gov.uk

Internal Audit (includes responsibility for Anti-Fraud and Corruption, Money Laundering and Confidential Reporting
Insurance
Risk Management

Stephen is based at Cannock

Steve Partridge
Democratic Services and Resilience Manager
Tel: 01543 464588
Email: stevepartridge@cannockchasedc.gov.uk

Civil Contingencies (ie Emergency Planning and Business Continuity Planning)

Steve is based at Cannock

HUMAN RESOURCES

(inc Property Services)

Neville Raby
Head of Human Resources
Tel: (01785) 619205
Fax: (01785) 619450
Email: nraby@staffordbc.gov.uk

Strategic Direction for Human Resources Service and provision
Employee Relations/Law and contracts
Employee Resourcing/Remuneration and Benefits
Corporate Health and Safety and Shared service
Payroll Management and shared service
Organisation Learning and Development
Property Services/Public Buildings/Facilities Management
Lead Adviser for Cannock Chase District Council shared HR service

Individual Contact Officers

Wendy Jennings
Human Resources & Payroll Manager
Tel: (01785) 619224
Fax: (01785) 619450
Email: wjennings@staffordbc.gov.uk

Recruitment
Payroll Management
HR System Administration
Employee relations
Organisation Learning and Development
Payroll Shared Service – Lichfield DC

Gail Hopkins
Principal Human Resources Officer
Tel: (01785) 619225
Fax: (01785) 619450
Email: ghopkins@staffordbc.gov.uk

Employee relations
Employee Benefits
Recruitment System Administration
Recruitment
Terms and Conditions of Service
Contracts of Employment
Sickness Management - Casework

Gill Hawkins
Payroll Team Leader
Tel: (01785) 619489
Fax: (01785) 619450
Email: ghawkins@staffordbc.gov.uk

Pay, Tax and Superannuation
Payment of Allowances and Deductions
Inland Revenue Compliance
Sickness, Maternity Pay etc.

Julie Hemmings
Payroll Team Leader
Tel: (01785) 619511
Fax: (01785) 619450
Email: jhemmings@staffordbc.gov.uk

Pay, Tax and Superannuation
Payment of Allowances and Deductions
Inland Revenue Compliance
Sickness, Maternity Pay etc.

Jim Davis
Public Buildings Manager
Tel: (01785) 619395
Fax: (01785) 619688
Email: jdavis@staffordbc.gov.uk

Public Property/Building portfolio including corporate issues and finance
Facilities Management

Paul Gerrard
Senior Public Buildings Officer
Tel: (01785) 619620
Fax: (01785) 619688
Email: pgerrard@staffordbc.gov.uk

Public Buildings
Statutory compliance
Building projects/design
Building maintenance
Energy management

Clair Smith
Technical Officer
Tel : (01785) 619371
Fax : (01785) 619688
Email : clsmith@staffordbc.gov.uk

Public Buildings
Building maintenance
Statutory compliance
Financial monitoring

LAW AND ADMINISTRATION

Alistair Welch
Head of Law and Administration
Tel: (01785) 619204
Fax: (01785) 619119
Email: awelch@staffordbc.gov.uk

Council's Monitoring Officer
Legal
Democratic Services
Elections
Corporate Services
Mayor's Office
Monitoring Officer and Solicitor to Cannock Chase
District Council under shared services arrangement

Individual Contact Officers

Ian Curran
Legal Services Manager
Tel: (01785) 619220
Fax: (01785) 619119
Email: icurran@staffordbc.gov.uk

Provides Legal Services to Stafford Borough Council
and Cannock Chase District Council under shared
services arrangement
Deputy Monitoring Officer and
Data Protection Officer

Jane Peat
Democratic and Corporate Services Manager

Tel: (01785) 619206
Fax: (01785) 619119
Email: jpeat@staffordbc.gov.uk

Agendas and Minutes production for all meetings
Elections:
Registering to vote
Electoral Registration
Review of Boundaries
Corporate Administration
Corporate Support
Mayoral

Sheryle Dooley (Interim)
Corporate Services Officer
Tel: (01785) 619207
Fax: (01785) 619119
sdooley@staffordbc.gov.uk

Corporate Support -
Word processing and document production,
Personal Assistants
Post room, central administration services

Barbara Potts
Chief Executive's, Leader's and Mayoral
Office
Tel: (01785) 619196
Fax: (01785) 619119
bpotts@staffordbc.gov.uk
mayoral@staffordbc.gov.uk
members@staffordbc.gov.uk

Executive Support
Mayoral/Civic Services
Members Services

LEISURE AND CULTURE

Vacant
Head of Leisure and Culture

Strategic direction for Leisure and Culture
Community Sports Partnership
Sports, Health and wellbeing services
Cultural, heritage and tourism services
Facility management and events organisation
Parks, open spaces, S106 strategy and operational delivery
Leisure and Culture major projects and external funding

Individual Contact Officers

Jim Arnold
Sport and Leisure Manager
Tel: (01785) 619350
Fax: (01785) 619419
Email: jarnold@staffordbc.gov.uk

Sports development
Sports facilities
Open space
S106/adoptions

Lisa Heaton
Tourism and Heritage Manager
Tel: (01785) 619348
Fax: (01785) 619419
Email: lheaton@staffordbc.gov.uk

Cultural and heritage including
Ancient High House, Stafford Castle, Izaak Walton's
Cottage, Gatehouse
Tourism

Gatehouse Theatre

Lisa Heaton
Gatehouse Theatre
Tel: (01785) 253595
Fax: (01785) 225622
Mob: 07870 934141

Liz Hulse
Events and Marketing Manager
Tel: (01785) 619300
Fax: (01785) 619419
Email: lhulse@staffordbc.gov.uk

Event management and operation
Marketing and promotion for Leisure and Culture
across the Borough

ECONOMIC DEVELOPMENT AND PLANNING

Richard Lawrence
Head of Economic Development and
Planning
Tel: (01785) 619583
Mob: 07800 619583
Email: rlawrence@staffordbc.gov.uk

Development Management
Forward Planning
Local Searches (Land Charges)
Building Control
Economic Development
Inward Investment
Industrial Estates
Town Centre Management
Stafford Market
HS2

Individual Contact Officers Development Management

John Holmes
Development Manager
Tel: (01785) 619302
Email: jholmes@staffordbc.gov.uk

Development Management
(including Enforcement)
Planning Appeals

Michelle Smith
Business Improvement Manager
Tel: (01785) 619335
Email: msmith@staffordbc.gov.uk

Performance Management
Website Support
Local Searches
Street Naming and Numbering
Complaints and Improvement

Richard Wood
Development Lead
Tel: (01785) 619324
Email: rwood@staffordbc.gov.uk

Planning Applications for Commercial
Industrial and Agricultural Development and Large
Scale Housing Development

Eiryl McCook
Development Lead
Tel: (01785) 619732
Email: emccook@staffordbc.gov.uk

Planning Applications for House Extensions
Applications for Advertisement Consent
Applications to Discharge Conditions on Planning
Permissions

Gavin Pearce
Tree Officer
Tel: (01785) 619539
Email: trees@staffordbc.gov.uk

All matters concerning Tree Preservation Orders or
trees in Conservation Areas (but not works to trees
on SBC land which are dealt with by Streetscene)

Victoria Barraclough
Planning Support Lead
Tel: (01785) 619327
Email: vbarracough@staffordbc.gov.uk

Planning Member Call-ins
Planning Weekly List
Planning Appeals
Addressing

Planning Enforcement

Eddie Owen
Senior Planning Enforcement Officer
Tel: (01785) 619527
Email: ejowen@staffordbc.gov.uk

Planning enforcement
Monitoring of Conditions

Forward Planning

Alex Yendole
Planning Policy Manager
Tel: (01785) 619536
Email: ayendole@staffordbc.gov.uk

Vacant
Senior Conservation Officer

Contact Alex Yendole
Tel: (01785) 619536
Email: ayendole@staffordbc.gov.uk

Building Control

Paul Beckley
Building Control Manager
Tel: (01785) 619311
Email: paulbeckley@cannockchasedc.org.uk

In Paul's absence refer to :-

David Roberts
Principal Building Control Officer
Tel: (01785) 619328
Fax: (01785) 619769
Email: droberts@staffordbc.gov.uk

Regeneration

Robert Gatensbury
Economic Regeneration Manager
Tel: (01785) 619748
Fax: (01785) 619753
Email: rgatensbury@staffordbc.gov.uk

Steve Allen
Parking Manager
Tel: (01785) 619701
Fax: (01785) 619613
Generic: carparking@staffordbc.gov.uk

Tara Hollingsworth
Economic Development Officer
Tel: (01785) 619597
Fax: (01785) 619753
Email: thollingsworth@staffordbc.gov.uk

Planning policy matters including the Local Plan, Community Infrastructure Levy, Supplementary Planning Documents, Neighbourhood Planning and Conservation Area Reviews

All matters concerning Listed Buildings or buildings in Conservation Areas but not planning or other applications for works to these buildings which are dealt with by Development Management - or for buildings owned by SBC; dealt with by Property Services.

All matters concerning building control and schemes of demolition.

Note: Now a shared service with Cannock Chase District Council as lead authority.

Major Developments
Economic Development
Industrial Estates
Employment Opportunities
Business Enterprise
Growth Point
St John's Market
Farmers' Markets

Management of Stafford Borough Council's:

- Off-Street Car Parks
- Off-Street Civil Parking Enforcement
- Parking Strategy and Initiatives
- Season Tickets/Permits

Inward Investment
Employment Land

Mary Timmis
Economic Development Officer
Tel: (01785) 619584
Fax: (01785) 619753
Email: mtimmis@staffordbc.gov.uk

Rural Economic Development

Lisa Clemson
Town Centre Development Officer
Tel: (01785) 619470
Fax: (01785) 619753
Email: lclemson@staffordbc.gov.uk

Town Centre business support, promotion and Partnership
Christmas Illuminations

POLICY AND IMPROVEMENT

Vacant
Head of Policy and Improvement

Policy Formulation
Borough Strategic Partnership and other Partnerships
Community Action Plan
CRM (Customer Relationship Management)
Climate Change
Corporate Customer Service and Complaints
Performance Management
Corporate Consultation
Press and Public Relations
Community Grants
Community Sector Support
CCTV, Graphic Design
Web Development
Support for service transformation work

Policy Improvement and Partnerships Team

Tracy Redpath
Policy, Improvement and Partnerships Manager
Tel: (01785) 619195
Fax: (01785) 619119
Email: trredpath@staffordbc.gov.uk

Corporate Policy Strategic Partnerships; Safeguarding Children and Vulnerable Adults; Safer Communities and Anti Social Behaviour; Community Development, Commissioning, Improvement and Transformation, Project and Performance Management; Equalities and Diversity; Civic Centre Accommodation; CCTV, Environmental Management

Viki Ashcroft
Senior Policy, Improvement and Partnership Officer
Policy, Improvement and Partnerships Team
Tel: (01785) 619385
Fax: (01785) 619119
Email: vashcroft@staffordbc.gov.uk

Corporate Policy and Partnerships; Safer Communities; Equalities; CCTV Commissioning, Improvement and Transformation

Louise Bell
Senior Policy, Improvement and Partnership
Officer
Policy, Improvement and Partnerships Team
Tel: (01785) 619656
Fax: (01785) 619119
Email: lbell@staffordbc.gov.uk

Corporate Policy and Partnerships; Safer
Communities; Equalities; CCTV
Commissioning, Improvement and Transformation

Karen Davies
Partnerships Co-ordinator
Policy and Partnerships Team
Tel: (01785) 619408
Fax: (01785) 619319
Email: kdavies@staffordbc.gov.uk

Environmental Management Improvement;
Community development work in relation to low
carbon and environmental management initiatives;
Promotion and improvement of Biodiversity issues;
Green Awards; Eco Schools; Fair Trade

Customer Service

Susan Pote
Customer Service Manager
Tel : (01785) 619293
Fax : (01785) 619119
Email: spote@staffordbc.gov.uk

Customer Service Contact Centre and Reception
Services; Customer Services Framework;
Management of Customer Promise; Customer
Compliments, Comments and Complaints; Lead
officer for Life Events (Tell us once) and Census;
Continuous Improvement,

Communications

Will Conaghan
Press and Communications Manager
Tel: (01785) 619230
Fax: (01785) 619119
Email: wjconaghan@staffordbc.gov.uk

Press and Public Relations
Internal and External Communications; Corporate
Web Branding;
Internet and Intranet Development
Graphic Design
Social Media Development
Continuous improvement including channel shift for
customer contact.

TECHNOLOGY (Shared Service with Cannock Chase District Council)

Peter Kendrick
Head of Technology
Tel: (01785) 619274
Fax: (01785) 619219
Email: pkendrick@staffordbc.gov.uk

Information Technology
Communications
Large volume photocopying

Dedicated Contact Telephone Number

Helpdesk
Tel: (01785) 619666
Email: helpdesk@staffordbc.gov.uk

For assistance with paper, ink, cartridges and P C enquiries.

Individual Contact Officers

Karen Tanner
Project Manager
Tel: (01785) 619563
Fax: (01785) 619219
Email: ktanner@staffordbc.gov.uk

Helpdesk Management
Leisure systems

Anthony Hyatt
Systems Manager
Tel: (01785) 619492
Fax: (01785) 619219
Email: ahyatt@staffordbc.gov.uk

ICT infrastructure management.
Telephone systems.
Information Security.
Email

Tan Ali
ICT Services Manager (Cannock)
Tel: (01543) 464353
Email: tanali@cannockchasedc.gov.uk

Information Technology
Communications

Colin Buckler
Information Systems Development
Manager
Tel: (01543) 464403
Email: colinbuckler@cannockchasedc.gov.uk

Revenues system
Financial Systems
Housing systems

Nick Lakin
Information Systems Architect
Tel: (01543) 464327
Email: nicklakin@cannockchasedc.gov.uk

Development Control system
Geographical Information Systems

Pete Tompson
Information Systems Architect
Tel: (01785) 619011
Email: petetompson@cannockchasedc.gov.uk

Environmental Health systems
HR systems
Customer Relationship Management systems