

Service Director Handbooks Roles and responsibilities

Chief Executive

Policy Research and Communication – Laurie Bell				
Communications	Co-ordination	Corporate Plan	Community Strategy	Partnership working
	Research and intelligence			Wiltshire Co-ordinating Group
	Policies, risks, resources			

Key role to ensure a corporate approach to achieving the Council's three key goals

- High quality, low cost customer focussed services
- Local, open and honest decision making
- Working together to support Wiltshire's communities

Department of Transport, Environment and Leisure

Sustainable Transport - tbc				
Transportation Strategy	Highways Development Control	Passenger Transport	Gypsy and Traveller Liaison	Car Parking
Policy	Traffic Management	Education	Site Management	Policy
LTP	Network Management	Public	Enforcement	Operations and Enforcement
Travel Plans	Streetworks Management	Social Care		
Smarter Choices/Travelwise	Travel Information Services	Concessionary Fares		
Business Travel	Traffic Regulation Orders			
Mode Action Plans				
and Departmental Business Improvement Group				

Co-ordination of role between this post and Director of Operations will be necessary

Major Projects - Parvis Khansari				
Property Strategy	Highways Network Improvement	Bridges	New Build Projects	Minor Schemes
Urban Estate Management	Highways	Strengthening	Capital Schemes	
Rural Estate Management	Bridges	Maintenance		
Acquisition and Disposals		Records		

Co-ordination with Director of Economy and Enterprise relating to regeneration of Town Centres will be necessary

Operations – Tracy Carter				
Highway Management Strategy	Highway Management Operations	Land Drainage	Rights of Way	Waste Management/minimisation
Maintenance Policies	Routine and Structural Maintenance	Policies and Strategies	Policies and Strategies	Policies and Strategies
Standards	Street Lighting	Resilience and Adaptation	Network Improvement	Waste Disposal (Contracts)
	Aids to Movement	Routine Maintenance	Network Management	Waste Recycling (Contract)
	Weather Emergencies	Mitigation schemes		Policies and Strategies
	Incident Management	Policies and Strategies		Waste Disposal (Contracts)
		Resilience and Adaptation		

Co-ordination of role between this post and the Director of Sustainable Transport will be necessary in relation to highways and the Director of Amenity and Leisure in relation to waste

Amenity and Leisure – Mark Smith				
Countryside and Public Realm Strategy	Amenity Management	Leisure Services	Waste Collection and Cleansing	Fleet Management
Landscape	Parks/Open Spaces	Leisure and Sport Development	Waste Collection (Direct and Contract)	Operators Licence (Whole Council)
Ecology	Country Parks	Leisure Centres (Direct and Contract)	Waste Recycling (Direct)	Fleet Management (Whole Council)
Countryside	Allotments	Sports Pitches	Commercial Waste Collection (Direct)	Fleet Procurement
AONB Liaison	Amenity Land/Playgrounds	Crematoria	Street Sweeping/Fly tipping/cleansing	Fleet Maintenance (Direct and Contract)
World Heritage Site Liaison	Woodland and tree management		Enforcement	Operators Licence (Whole Council)
	Markets and Fairs		Waste Collection (Direct and Contract)	

Co-ordination of role between this post and the Director of Operations will be necessary in relation to waste

Department of Economic Development, Planning and Housing

Economy and Enterprise - tbc			
Strategic Planning	Economic Development	Regeneration Initiatives	Climate Change
Spatial Planning Policies and Strategies	Policies and Strategies	Major Projects (Trowbridge, Salisbury and Chippenham Vision delivery)	Policies and Strategies
Land Use LDD	Inward Investment	Urban Rural and Community Initiatives	Corporate lead for carbon reduction
Minerals LDD	Business Development		
Waste management LDD	Regional Liaison		
Regional Liaison			

Strategic Planning			
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Co-ordination with the role of Director of Major Projects relating to regeneration of Town Centres will be necessary

Housing - tbc					
Management of Salisbury Housing Stock	Housing Strategies	RSL Liaison	Choice Based Lettings	Homelessness Service	Private Housing
Housing Account					
Estate Management					
Improvement and Repair					

Development – Brad Fleet		
Planning – Development Control	Planning Enforcement	Conservation

Regulation - tbc			
Environmental Health	Trading Standards	Licencing	Building Control
Coroner			

Department of Resources

Strategic Human Resource & Organisation Development - tbc			
Organisation Development	Leadership Development	Skills Development	Recruitment and Retention

Annual staff survey			Pay and rewards
Equality and Diversity			Pay harmonisation
			Trade union negotiation
			Employee well being

Chief Financial Officer - tbc			
S151 Officer	Financial Management	Revenues	Benefits
Ensuring probity	Revenue and capital budgets	Council tax collection	Housing benefits management
Internal audit	Consolidation of accounts	Council tax setting	
	Accounts closure	NNDR collection	
	Statement of accounts		
	Statutory returns & grant claims		

Legal and Democratic Services -tbc			
Democratic process	Legal Services	Elections & Electoral Registration	Monitoring officer

Shared Services – Jacqui White

ICT and Procurement – Tim Gregory
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Performance and Risk – Sharon Britton
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Business Transformation – Deborah Farrow

Department of Adult and Community Services

Community Leadership – Niki Lewis

Community Safety – Lyn Gaskin

Libraries Heritage and Arts – Pauline Palmer

Unaffected service directorates

- DCS Resources
- DCS Operations
- DCS Strategy and Commissioning

Department of Children and Education

Unaffected service directorates

- Schools
- Children and Families
- Resources and Young People