

ORGANISATION STRUCTURE

(At December 2020)

Head of Legal & Democratic Services (Claire Incedon)
Legal Advice, Committee Services, Overview & Scrutiny, Litigation, Democratic Services, Conveyancing, Land Charges

Monitoring Officer (Claire Jones)
Code of Conduct, Probity, Ethical Governance

Press & Public Relations Manager (Vacant)
Media Relations

INTERIM CHIEF EXECUTIVE (Richard Brown)

Chief Audit, Risk & Information Services Officer (Jo Hendy)
Internal Audit, Counter Fraud, Business Risk Management, Information Management, Data Protection, Complaints, Ombudsman complaints, Records Management Unit, Mail Services, Freedom of Information, Subject Access Requests

Electoral Services Manager (Glynnne Morgan)
Managing regional, local, national & European elections together with electoral registration

DIRECTOR OF RESOURCES (Jon Haswell)

Transformation SRO
21st Century Schools Programme SRO
Senior Information Risk Owner (SIRO)
ERW S151 Officer and ERW Finance Function

Deputy Chief Finance Officer / Deputy S151 Officer (Nicola Lewis / Sarah Edwards)
Corporate Advice, Budgeting, Accounting, Insurance, Business Continuity, Treasury Management Services, Service Budget & Financial Services, MTFP, Capital Programme, European/External Funding, Grants and HRA

Head of Procurement & Customer Services (Paul Ashley-Jones)
Procurement advice, Tendering & Contract Management, Community Benefits, Disposals; Concessions, Sponsorship, Purchase Card, Local Supplier Development, Housing Benefit, Council Tax, Business Rates, Housing Rents, Welfare Benefit Advice, Council Tax & Housing Benefits, Free School Meals, Contact Centre, Customer Service Centres, Reception (CH)

Head of ICT (Lee McSparron)
Information Technology, e-Government, GIS, Local and Regional LFFN, Digital Services, My Account, Web Team, Graphic Design, Print Services

Chief Human Resources Officer (Cathy Evans)
HR Management, Employee Relations, Learning & Development, Recruitment & Selection, Payroll, Staff Pension Schemes, Terms & Conditions, Employment Law Occupational Health, Health & Safety

Finance Manager (Transformation, Exchequer & Compliance) (Richard Edwards)
Transformation, Invest to Save Projects, Exchequer Services (Sundry debtors, Income and Creditor payments), Compliance Services

Transformation & Business Change Manager (Sarah Oliver)
Transformation Programme Management (Technological, Cultural and Relationship Themes), Project Management (Work Streams), Business Process Redesign, Fees and Charges Booklet, Caretaking

DIRECTOR OF EDUCATION (Steven Richards-Downes)

Strategic accountability for all Service areas & strategic leadership, Directorate Finance, Lead Director for ERW & ERW quality assurance, Admissions, School Organisation, Equalities, Safeguarding, LAC, Bullying, Child Care & Play, Welsh Language Standards

Deputy Chief Education Officer (Vacant)
School Improvement, Self Improving Schools, Teaching & Learning, Schools causing concern, Leadership, Ambition & Skills, 14-19, Governance, Performance of eFSM learners

Head of Engagement, Performance & Community (James White)
Additional Learning Needs, Behaviour Support, Pupil Referral Unit, Educational Psychology, Gypsy Travellers, School Counselling, Wellbeing, Parent Partnership Services, Elective Home Education, Early Help Families, Early Help (Schools), Schools Data Team, Pupil participation, Youth Offending Team, Youth Services, Adult Community Learning, Sports Development, Music Service, Attendance

DIRECTOR OF SOCIAL SERVICES & HOUSING (Jonathan Griffiths)

Head of Adult Care (Jason Bennett)
Safeguarding, Assessment and Care Management for Adults and Older People, Support for Carers, Occupational Therapy, **Provider Services:** Reablement and Domiciliary Care, Day Care

Head of Joint Strategic Commissioning (Christine Harrison)
Strategic Commissioning and Contracting; Quality Assurance; Partnership Development; Strategy Development – Preventions, Learning Disability, Older People and Carers; Employability Pembrokeshire – Supported employment and Norman Industries; Housing Support Grant

Head of Children's Services (Darren Mutter)
Children with disabilities, Looked After Children, Child Protection & Integrated Safeguarding, Social Work, Family Support, 0-10 service (play, flying start, childcare), Local Safeguarding Children's Board

Chief Housing Officer (Gaynor Toft)
Sheltered Accommodation, Housing Needs Analysis, Occupational Therapy (Housing), Renovation Grants, Home Energy Efficiency, Homelessness/Temporary Accommodation, Housing Strategy, Housing Allocations, Home Safety, Tenant Liaison, Adaptations, Tenancy Management, Residential Homes, Responsive Repairs, Capital Works, Pre-planned Works, Specialist Works (M&E, Asbestos and Street Lighting)

Service Manager - Performance & Business Support (Tracy Amos)
Policy, Planning & Change: Performance; Carefirst; Financial Assessments; Payments; Quality Assurance; Marketing & Coms; Business Support; Appointeeships / Deputyships; Debt Recovery

DIRECTOR OF COMMUNITY SERVICES (Steven Jones)

Head of Economic Development & Regeneration (Rachel Moxey)
Economic Development, Regeneration Projects, Inward Investment, Private Sector Housing Grants

Head of Leisure & Cultural Services (Mike Cavanagh)
Cultural Services, Libraries, Arts, Museum Services, Archive Services, Leisure Centres, Watersports, Beach Management & Safety, Registration Services, Tourism Development

Head of Infrastructure (Darren Thomas)
Architectural Services, Civil & Structural Engineering, Mechanical & Electrical Engineering, Quantity Surveying, Energy Monitoring, Coast Protection, Land Drainage, Reservoir Register, Land Reclamation, Highway Development Control, Street Lighting, Highway Asset Management Function, Traffic Control & Road Safety, Car Parking, Transportation Strategy, Public, Community & Schools Transport, Social Services Transport, Council Vehicle & Plant Maintenance, Engineering Works, Project Co-ordination, Community Regeneration, Bridge Innovation Centre, Futureworks Business Unit

Head of Environmental Services & Public Protection (Richard Brown)
Recycling, Refuse & Waste Management, Cemeteries, Crematorium & Cenotaphs, Public Conveniences, Parks & Play Areas, Abandoned Vehicles, Emergency Planning, Building Cleaning, Street Cleaning, Fly-tipping, Stores, Environmental Services, Food Safety / Standards, Licensing, Facilities, Community Safety, Health & Safety (Enforcement), Domestic Public Health, Communicable Disease Control, Commercial Pollution Control, Pest Control, Dog Control, Animal Health & Welfare, Environmental Monitoring, Trading Standards, Port Health, Catering Services, Welsh Language Translations

Chief Planning Officer (David Popplewell)
Development Management and Plan, Conservation, Building Control

Chief Property Officer (Helen McLeod-Baikie)
WProperty Management, Property Review, Haverfordwest Airport, County Farms, Markets, Tenby & Fishguard Harbours, Industrial Units / Employment Sites

Policy & Partnership Manager (Nick Evans)
Corporate and Improvement Planning, Performance Management, Policy, Pembrokeshire Public Services Board