

SDC Functions Listing - September 2014											
Service	Chief Officer	Function	Officer	Notes	Impacted within 24 hrs	Impacted 1 to 3 days	Impacted 3 to 7 days	Impacted over 7 days	Space Requirements		
									Office	Home	
Building Control	RW	Dangerous Structures	Joe Brooks						1	Y	1
Customer Service	JCW	Contact Centre	Amy Wilton						4	N	0
Customer Service	JCW	Argyle Road Reception	Amy Wilton						2	N	0
Development Control	RM	Responding to Planning Appeals	Claire Pamberi	Time Dependant					1	Y	1
Direct Services	RW	Emergency Stand-by	Ian Finch						2	N	0
Direct Services	RW	Out Of Hours (Including CCTV OoH coverage)	Ian Finch						1	N	0
Democratic Services and Elections	CN	Elections	Christian Everett	Time Dependant					2	N	0
Democratic Services and Elections	CN	Monitoring Officer	Christine Nuttal						1	Y	1
Emergency Planning	RW	Coordinating a major emergency	Kevin Tomsett	Time Dependant					4	N	0
Environmental Health	RW	Food Hygiene	Annie Littleton						1	Y	1
Environmental Health	RW	Health & Safety	Annie Littleton						1	Y	1
Environmental Health	RW	Public Health	Annie Littleton						1	Y	1
Finance	AR	Treasury Management (Basic flow and ability to make immediate payments)	Helen Martin						2	N	0
Facilities Management	JCW	Building	Emma Vincent						1	N	0
Housing Advice and Standards	PS	Housing Advice and Homeless service, and provide B&B.	Jane Ellis						1	Y	1
Housing Advice and Standards	PS	Management of traveller site	Jane Ellis						1	Y	1
Human Resources	JCW	HR Inform staff in case of emergency or business continuity incident	Nuala Beattie						3	N	0
Human Resources	JCW	Payroll	Debbie Hoadley	Time Dependant					1	N	0
IT Services	JCW	IT Infrastructure	Mike Laver-Smith						4	N	0
IT Services	JCW	Telecomms	Mike Laver-Smith						4	N	0
IT Services	JCW	GIS For EP	Mike Laver-Smith						4	N	0
Parking and Amenity	RW	Road Closure Notice	Gary Conner						1	N	0
Transformation and Strategy	JCW	Comms Internal	Lee Banks						2	N	0
Transformation and Strategy	JCW	Comms external inc website	Lee Banks						2	N	0
									47		Potential No. at home 8
Building Control	RW	Site Inspections	Joe Brooks						1	Y	0
Building Control	RW	Register Applications	Joe Brooks						1	Y	0
Community & Business	LB	Offence Graffiti Removal	Kelly Webb						1	Y	0
Development Control	RM	Investigating breaches of planning control	Claire Pamberi						1	Y	0
Development Control	RM	Dangerous trees	Claire Pamberi						1	Y	0
Direct Services	RW	Vehicle Maintenance	Ian Finch						0	N	0
Direct Services	RW	Public Conveniences	Ian Finch						0	N	0
Direct Services	RW	Dunbrik Depot	Ian Finch						2	N	2
Environmental Health	RW	Dog Warden	Annie Littleton						0	N	0
Finance	AR	Council Tax - Need to process payments to stop court action	Meryl Young						3	N	3
IT Services	JCW	IT Support regarding system access	Mike Laver-Smith						0	Y	0
Legal Services	CN	Legal	Leslie Roberts						1	N	1
Licensing	RW	Temporary Event Notices	Claire Perry						2	N	2
Parking and Amenity	RW	Download PCN's and Issue Tickets	Gary Conner						1	N	1
Parking and Amenity	RW	Empty ticket machines	Gary Conner						0	N	0
									14		Potential No. at home 9
Building Control	RW	Plan Checking	Joe Brooks						1	Y	1
Land Charges	RW	Local Land Searches	Janet Charlesworth						1	N	0
Development Control	RM	Planning and related applications	Claire Pamberi						4	Y	4
Development Control	RM	TPO's	Claire Pamberi						1	Y	1
Development Control	RM	Property Searches	Claire Pamberi						1	N	0
Direct Services	RW	Refuse Collection & Recycling	Ian Finch						0	N	0
Direct Services	RW	Street Cleaning	Ian Finch						0	N	0
Direct Services	RW	Fly Tipping	Ian Finch						0	N	0
Direct Services	RW	Cesspool Emptying	Ian Finch						0	N	0
Direct Services	RW	Business Waste and Recycling Collections	Ian Finch						0	N	0
Direct Services	RW	Stat Service Admin and Finance	Ian Finch						1	N	0
Direct Services	RW	Pest Control	Ian Finch						0	N	0
Direct Services	RW	CCTV	Ian Finch						1	N	0

