

APPENDIX 3

APPENDIX D

SENIOR MANAGEMENT STRUCTURE SCHEDULE

<u>Name of Post</u>	<u>Description of Responsibilities</u>	<u>Initials of Post</u>
Chief Executive	Head of Paid Service. Overall corporate management and operational responsibility for all officers. Responsibility (with Monitoring Officer) for system of record keeping for all decisions. Representing the Council on partnership and external bodies.	CE
Assistant Chief Executive, Policy, Partnerships, Performance & Communication	Community Safety, Youth Offending, Emergency Planning, Partnerships & Neighbourhood Management, Performance & Policy, Scrutiny, Corporate Communications, Feedback, Equalities and Voluntary Sector.	ACE-PPPC
Head of Safer and Stronger Communities	Community Safety, Youth Offending Service, Emergency Planning, Area Assemblies, Neighbourhood Management, Voluntary & Community Sector	HSSC
Head of Performance & Policy	Performance Management, Business Planning, Programme and Project Support, Haringey Strategic Partnership, Local Area Agreement, Scrutiny, Corporate Complaints, CPA Audit & Inspection, VFM Reviews, Corporate Policy Development, Corporate Planning, Knowledge Management, Equalities & Community Cohesion.	HPP
Head of Communication	Consultation, Corporate & Service Communications & Publicity, E-communications, Web Services, Media Relations, Design & Print, Translation & Interpretation.	HComm
Assistant Chief Executive, People & Organisational Development	Human Resources, Organisational Development & Learning, Local Democracy & Member Services.	ACE-POD
Head of Human Resources	Personnel, Pay, Pensions, Occupational Health & Welfare, Internal Communications, Shared Services, Council Improvers, Staff Health & Safety at Work.	HHR
Head of Organisational	Organisational Development, People Planning, Change Management, Leadership &	HOD

Development	Management Development, Graduate Scheme, Staff Training and Development.	
Head of Local Democracy & Member Services	Leader's Office, Cabinet/Council and Committee Secretariat, Business Support, Mayoral & Civic Functions, Member Training, Information for Members, Political Offices.	HLDMS
Director of Corporate Resources	Finance, Property Services, Customer Services, IT and Legal Services.	DCR
Head of Legal Services	Monitoring Officer. Corporate Legal Services including Litigation, Property, Contracts and Care Services, Registration of Births Marriages & Deaths, Local Land Charges.	HLS
Head of Corporate Property	Management of Commercial Property Portfolio, all property transactions including acquisitions, disposals, Right-to-Buy sales, leases, capital valuations, Asset Management Plan, Facilities Management for all Council buildings, Community Buildings, Feasibility Studies for Major Sites.	HCP
Assistant Director Access and Customer Focus	Customer Services, Access to Services Project, ICT.	ADACF
Chief Financial Officer	Statutory Officer for Administration of Council's Financial Affairs. Corporate Finance, Audit & Risk Management, Local Taxation and Benefits & Corporate Procurement	CFO
Head of Corporate Finance	Financial Management, Financial Forward Planning & Advice, Budget Framework Setting, Monitoring and Control.	HCF
Head of Corporate Procurement	Implementing, monitoring and maintenance of corporate procurement including Contract Standing Orders, Code of Procurement Practice & Best Value Procedures, Support of major procurement projects, E-procurement strategy and strategic sourcing policies.	HProc
Head of Benefits & Local Taxation	Billing, collection and recovery of Council Tax and National Non-Domestic Rates, Housing Benefit & Council Tax Benefit Claims Service.	HBLT
Head of Audit & Risk Management	Internal and External Audit Functions, Accounting systems & controls, Audit Plans, Prevention of fraud & corruption, Risk Management, corporate insurance and claims handling.	HARM
Director of Urban Environment	Town Planning, Economic Regeneration, Streetscene Services, Enforcement, Housing	DUE

	Strategy & Needs.	
Assistant Director Planning & Regeneration	Planning Policy & Development Control, Master Planning, Design & Conservation, Transport Policy, Building Control & Economic Strategy & Regeneration	ADP&R
Assistant Director, Frontline Services	Highways management, Highway & Traffic engineering, Road Safety, Parking Control & Enforcement, Abandoned Vehicles, Environmental & Public Health, Food, Pest Control, Noise & Nuisance, Waste & Pollution Enforcement, Trading Standards, Licensing & Registration, Street Trading, Environmental Enforcement, Waste Management & Disposal, Recycling, Transport fleet, Better Haringey.	ADFS
Assistant Director Strategic & Community Housing	Housing Strategy & Programmes, Homelessness, Temporary Accommodation, Housing Allocations, Housing Supply, Housing Assessment, Housing Registration, Housing Advice, Monitoring ALMO performance.	ADSCH
Director of Adult, Culture & Community Services	Adult Social Services, Recreation & Parks, Adult Learning Libraries & Culture.	DACCS
Assistant Director Adult Services	Care Services for Older People, Mental Health, Physical Disability, HIV, Learning Disability, Substance Abuse, Assessment, Home Care, Residential & Day Care.	ADAS
Assistant Director Recreation & Leisure Services	Recreation Strategy, Leisure Services, Sports Development, Parks, Trees, Allotments, Cemeteries and Crematorium.	ADRLS
Assistant Director Culture, Libraries & Learning	Libraries, Adult Learning, Museums, Archives.	ADCLL
Assistant Director Commissioning & Strategy	Performance Planning, Commissioning, Finance & Performance, Business Support.	ADCS
Director of Children & Young People's Services	Care services for Children and Families, Education Services, Under-5s, Youth Services	DCYPS
Deputy Director Children & Families	Child Protection, Looked-After Children, Fostering & Adoption, Family Support, Children with Disabilities	DDC&F
Deputy Director School Standards	School Governance & Improvement, Early Years, Primary Standards, Secondary Standards, Special Educational Needs, Music & Performing Arts, Youth Service.	DDSS

Deputy Director Business Support & Development	Service Finance, Planning & Performance, Commissioning, Strategy & Policy, Building Schools for the Future, School Admissions, Customer Relations, Communications, Property, ICT,	DDBS& D
Assistant Director, Children's Networks	Children's Network Co-ordination, School Attendance	ADCN
General Manager Alexandra Palace & Park	Management of the Alexandra Palace & Park charitable trust	GMAPP