

LEWES DISTRICT COUNCIL

Departmental Structure – Main Responsibility Areas and Chief Officers

Corporate Head - Legal and Democratic Services CATHERINE KNIGHT	
Contracts Conveyancing General Legal Services Litigation Local Land Charges Monitoring Officer Planning Appeals & Enforcement Matters	Committees Corporate Services Corporate Communications including Press & Public Consultation Deputy Returning Officer & Deputy Electoral Registration Officer Elections Electoral Boundary Reviews Electoral Registration Freedom of Information/Data Protection Member Services Printing

Corporate Head - Communities and Enterprise NILAM POPAT	
Arts Economic Development Newhaven Fort Partnerships Regeneration Tourism Tourist Information Centres	Estate Management Land and Buildings Lettings

INTERNAL SERVICES
Desk Top Publishing Equalities Health & Safety (Employees) Industrial Relations Information Technology Internet Recruitment Training

Director of Finance JOHN MAGNESS	
Finance Book-keeping Budget Preparation Business Rates Cashiering Completion of Statutory Council Tax Final Accounts Financial Advice Returns & Grant Claims Housing Benefits Investigation Insurance Internal Audit Management Accounts Payments Payroll Sundry Income Collection Treasury Management	Client Managed Services Advice to Local Organisations Best-Value Co-ordination Car Parks Clean and Green Team Cleaning of Public Conveniences & Council Offices General Public Buildings Leisure Trust Performance Management

Chief Executive JENNY ROWLANDS
Head of Paid Service Leader of Corporate Management Team Strategic Planning Returning Officer & Electoral Registration Officer

Director of Planning & Environmental Services LINDSAY FROST	
Planning And Building Control Building Control Conservation Areas Dangerous Structures Design Briefs Environmental Preservation & Improvement Historic Buildings Local Development Framework Development Management Planning Enforcement Planning Surveys & Information South Downs National Park Transportation Policy Tree Preservation Emergency Planning and Business Continuity Planning Coast Protection and Flood Risk Management	Health & Environment Alcohol, events and taxi Licences Food Inspections Health & Safety Enforcement Housing Improvement Grants EMAS and Local Agenda 21 Noise Nuisance Pest Control Port Health Public Health District Services Allotments Beach chalets Cemeteries/closed churchyards Cleansing Services Customer Services Grounds Maintenance Management of Parks, Play Areas and Open Spaces Nature Reserves Recycling Refuse Collection Street Cleaning Vehicle Maintenance

Corporate Head - Housing Services ANDY CHEQUERS	
Building Maintenance Child Protection Council Housing Estate Management Lettings Lifeline Major Improvement Works Public Office Buildings Repairs Sheltered Housing Surveying/Architectural/Engineering Tenant Participation	Housing Needs & Strategy Homelessness Housing Advice Housing Allocation Housing Policy Development Housing Programme

