

# BOROUGH OF POOLE

## CHIEF EXECUTIVE

### POLICY DIRECTOR

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#### MANAGEMENT TEAM SECRETARIAT

Chief Executive & Policy Director Support

#### CULTURAL & COMMUNITY LEARNING SERVICES

Adult Lifelong Learning Strategy  
Oakdale Centre and 20+ Local Venues  
ICT Learning Centres  
Outreach Work  
Family Learning - Literacy and Numeracy  
Adult Learning Support  
Adult Basic Skills  
Learning Difficulties & Disabilities  
Linking Scheme/Open Scheme

Arts Strategy  
Poole Arts Trust  
Museums  
Archives  
Libraries  
Audio/Visual Services  
Public Info.Centres

#### BUILDING CONSULTANCY SERVICES

Building Regulations  
Dangerous Structures  
Safety at Sports Grounds  
Means of Escape  
Demolitions  
Scaffolding Licences  
Hoarding Licences  
Capital Investment Strategy

#### HOUSING & COMMUNITY SERVICES

Enabler Role  
Housing Advice  
Housing Waiting List  
Homelessness  
Improvement Grants  
Private Sector Housing  
Adaptations  
Community Safety  
Care Centre  
Call Centre  
Life Line Service  
Emergency Planning  
Community Development

#### LEISURE SERVICES

Open Spaces Management (including Parks and Countryside)  
Cemeteries / Crematorium  
Leisure Centres  
Recreation Development  
Beach Management  
Upton Country Park  
Coastal Protection  
Hamworthy Outdoor Educ. Centre  
Community Events  
Community Centres  
Poole Sports Trust

#### PLANNING DESIGN & CONTROL SERVICES

Planning Applications  
Planning Enforcement  
Tree Preservation Orders  
Urban Design  
Conservation  
Applications to Carry Out Works to Protected Trees  
Planning Advice  
Untidy Sites

#### REVENUE & BENEFITS SERVICES

Council Tax  
Miscellaneous Income  
Housing Benefit  
Parking Admin  
Cash Office  
On-Line/Telephone Payments  
Soc. Serv. Fin. Assessments  
Concessionary Fares  
Non Domestic Rating

#### STRATEGIC PLANNING SERVICES

Economic Development  
Business Liaison and Support  
Inward Investment  
Structure and Regional Planning  
Poole Local Plan  
Minerals & Waste Plan  
Regeneration / Implementation  
Community Planning Support  
LSP Secretariat  
Geog.Info.System  
Research & Intelligence

#### ADULT SOCIAL SERVICES (COMMISSIONING)

Elderly Services  
Poole Hospital  
Sensory Loss  
Mental Health  
Learning Disabilities  
Home Equipment Store

#### CHILDREN & FAMILIES SERVICES

Adoption & Fostering  
Child Protection  
Family Support Services  
Children with disabilities & Young Carers  
Out of Hours Social Services  
  
**Youth Offending Team**  
Assessment of Young People in the Criminal Justice System  
Provision of Reports to Local Courts  
Programmes of Intervention  
Addressing Offending Behaviour  
Reparation Schemes  
Work with Victims of Crime

#### CONSUMER PROTECTION SERVICES

Abandoned Vehicles  
Air Quality  
Animal Health & Dog Control  
Contaminated Land  
Duty of Care  
Environmental Protection  
Food Safety & Standards  
Fly Posting, Gypsy Site  
Street & Public Open Space Clean  
Health & Safety  
Licensing, Littering  
Trading Standards  
Management of Illegal Campers  
Nuffield Waste Recycling Centre  
Pest Control  
Port Health  
Public Conveniences  
Waste Collection, Waste Disposal

#### ADULT SOCIAL SERVICES (PROVIDER)

Mitchell House  
Garland Road  
Belmont Court  
Sea View  
Learning Disabilities Commissioning  
Brownsea / DISC  
Poole Day Centre  
Home Care  
Fourways  
Stansfield Close  
Community Employment Scheme  
Community Support Scheme  
Pergins  
Schools Catering  
Supported Living Service  
Dementia Services  
Mobile Night Care Service  
Community Access Team

#### PROPERTY SERVICES

Corporate Property Officer for BOP  
Asset Management Planning  
Property Strategy Reviews  
Feasibility Studies  
Capital Building Projects  
Capital Receipts Programme  
Property Valuations  
Property Portfolio Management  
Estate Man. BOP Accommodation  
Estate Man. BOP Tenants  
Building Maintenance  
Health and Safety, Asbestos  
Building Legislation Compliance  
Facilities Management  
Services Maintenance  
Specialist Property Advice

#### PUPIL & PARENT SUPPORT SERVICES

Psychology  
Sensory Impairment  
Special Educ. Units  
Beh.Support & Ref. Units  
Hospital Classes  
LANSS & ESL  
Educ. Welfare  
Under 5's  
Special Needs Policy  
Admissions  
Statementing  
Pupil Transport  
Appeals  
Children Informatin Service  
Early Years

#### SCHOOLS ADVICE & SUPPORT SERVICES

Education Development Plan  
LMS & School Finance  
School Policies/Procedures  
School Management inc Data  
Advice/Support for Schools (Advisers)  
School Improvement  
Newly Qualified Teacher Induction  
School Performance Management  
Foundation and National Curriculum  
Literacy, Numeracy and ICT Strategies  
SACRE and RE  
Assessment Data Analysis  
Governor Training and Advice  
Community Use of Schools  
Outdoor Education Centre  
School Museum Service  
Education - Business Links  
Traveller Education

#### TRANSPORTATION SERVICES

Bridge Inspections  
Car Parks  
Community Transport  
Concessionary Fares  
Cycling and Walking  
Engineering - Traffic/Struct/Civil  
Highways Maintenance  
Local Transport Plans  
Public Transport  
Road Safety  
School Transport  
Social Services Transport  
Taxi Licensing  
Traffic Management  
Traffic Signals  
TRAVELWISE

#### DEMOCRATIC SERVICES

Committee Administration  
Mayor/Sheriff Support  
Member Support  
Electoral Registration  
Post Services  
Printing  
Typing Pool

#### FINANCIAL SERVICES

Sect.114/151  
Accountancy  
Creditors  
Risk Management  
Audit  
Performance Review  
Payroll  
Partnership Funding

#### INFORMATION TECHNOLOGY SERVICES

Strategy  
Development  
Contract Management  
Advice and Support  
Information Management  
Voice & Data Network

#### LEGAL SERVICES

Legal Advice  
Criminal & Civil Litigation  
Corporate & Democratic Legal Support  
Conveyancing and Legal Agreements  
Propriety/Monitoring Role  
Contracts and Contract Disputes  
Court and Tribunal Advocacy  
Local Land Charges  
Births, Deaths & Marriages Registry

#### PERSONNEL & TRAINING SERVICES

Personnel Policies  
Employee Relations  
Recruitment & Selection  
Trade Union Liaison  
Employee Welfare & Nursery  
Supply Teachers  
Employment Services  
Training & Development  
Health and Safety

#### MARKETING SERVICES

Corporate Communication  
Media Liaison  
Public Consultation  
Poole News  
Corporate Identity  
Publications  
boroughof poole.com  
Internal Communication  
Tourism Marketing  
Tourism Information  
Pooletourism.com  
Special Events  
Main Switchboard and Reception  
Poole Tourism Partnership

#### YOUTH SERVICES

Youth Centres  
Youth Curriculum  
Connexions  
Youth Agency Partnerships  
Duke of Edinburgh Awards  
Youth Vol. Sector Liaison  
UK Youth Parliament  
Youth Forums  
Quay Advice Centre