

# **Education & Learning Portfolio**

**Who We Are & What We Do'**

**April 2011 – August 2011**

**Final Version @ 26 April 2011**

## Contents

### INTRODUCTION : 'What is the Education & Learning Portfolio about?'

#### 1. Structure Diagram

- 1.1 Corporate
- 1.2 Education & Learning

#### 2. Services

- 2.1 14+ Learning & Skills Team [14+ L&SST]
- 2.2 Educational Outcomes for Vulnerable Groups
  - [a] Achievement Through Collaboration
  - [b] Children In Care Virtual School Team and Devon Personalised Learning Service [DPLS]
  - [c] SEN: CSET and SENAT
    - Stepping Stones
    - Parent Partnership
- 2.3 Devon Catering and Cleaning Service [DCCS]
- 2.4 Infrastructures [CYPS]
- 2.5 Learning & Development Partnership [LDP]
- 2.6 Learning Environments Team [LET]
- 2.7 Schools Access Services
- 2.8 Youth Service

## INTRODUCTION



The Education & Learning portfolio of services is one of the key parts of the old CYPs Directorate and now the new 'People' Service Groupings.

It is a key set of services which relate directly to schools either on an internally 'commissioned' basis or via traded packages, SLAs etc, with schools

The prime function of the E&L Portfolio is to secure the best quality provision from all Devon's schools and settings, leading to improved outcomes for all children and young people.

The services work closely with schools and settings through the key consultative groups to communicate and consult with key stakeholders about the direction of travel

In addition, the services are charged with securing statutory and strategic accountabilities on behalf of elected members.

The Lead Member for Schools and Skills is Councillor Christine Channon.

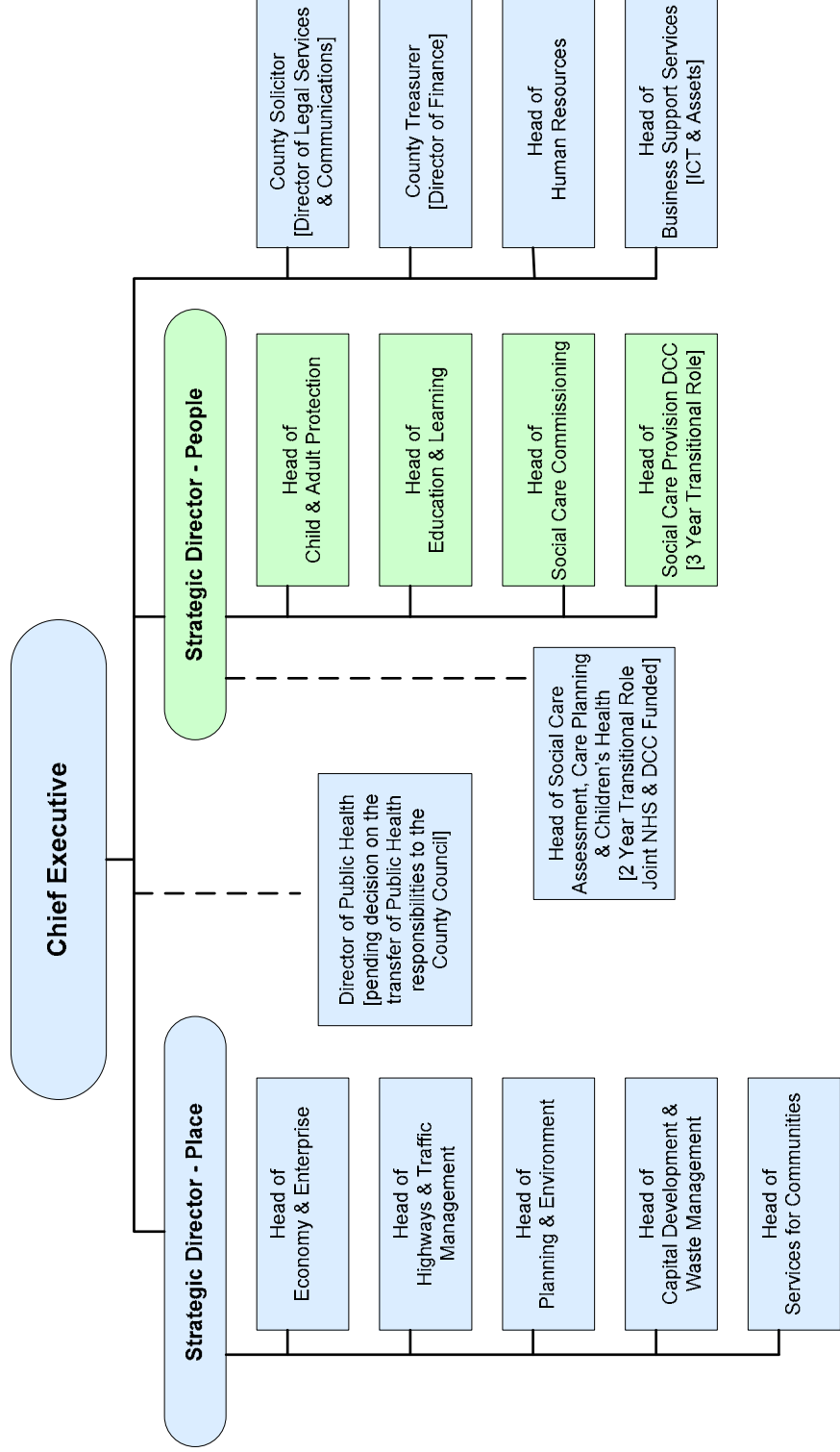
**This brochure of Services Contacts is a bridging document for the summer term 2011 period. This is until the new service structure is confirmed following the corporate re-design process as part of the People grouping of services. It serves as an interim list until all the internal restructurings arising from budget reductions have been completed**

**Judith Johnson**  
**Director for Learning & Schools**

# 1. STRUCTURE DIAGRAMS

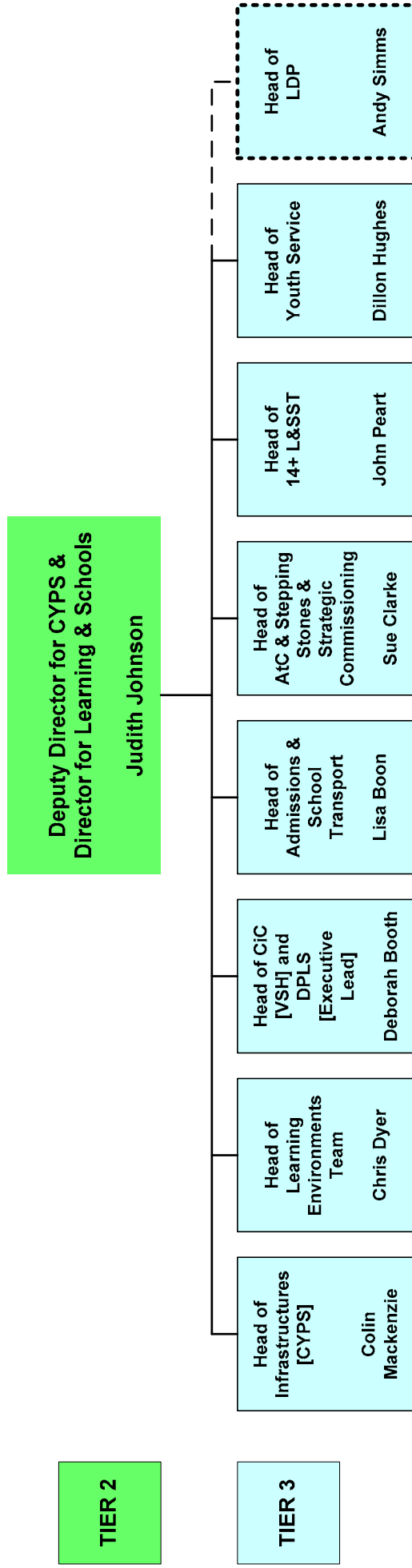
## 1.1 Corporate Structure

### Proposed New Structure [Devon]



## 1.2 Education & Learning Structure

# Education & Learning April 2011 - July 2011

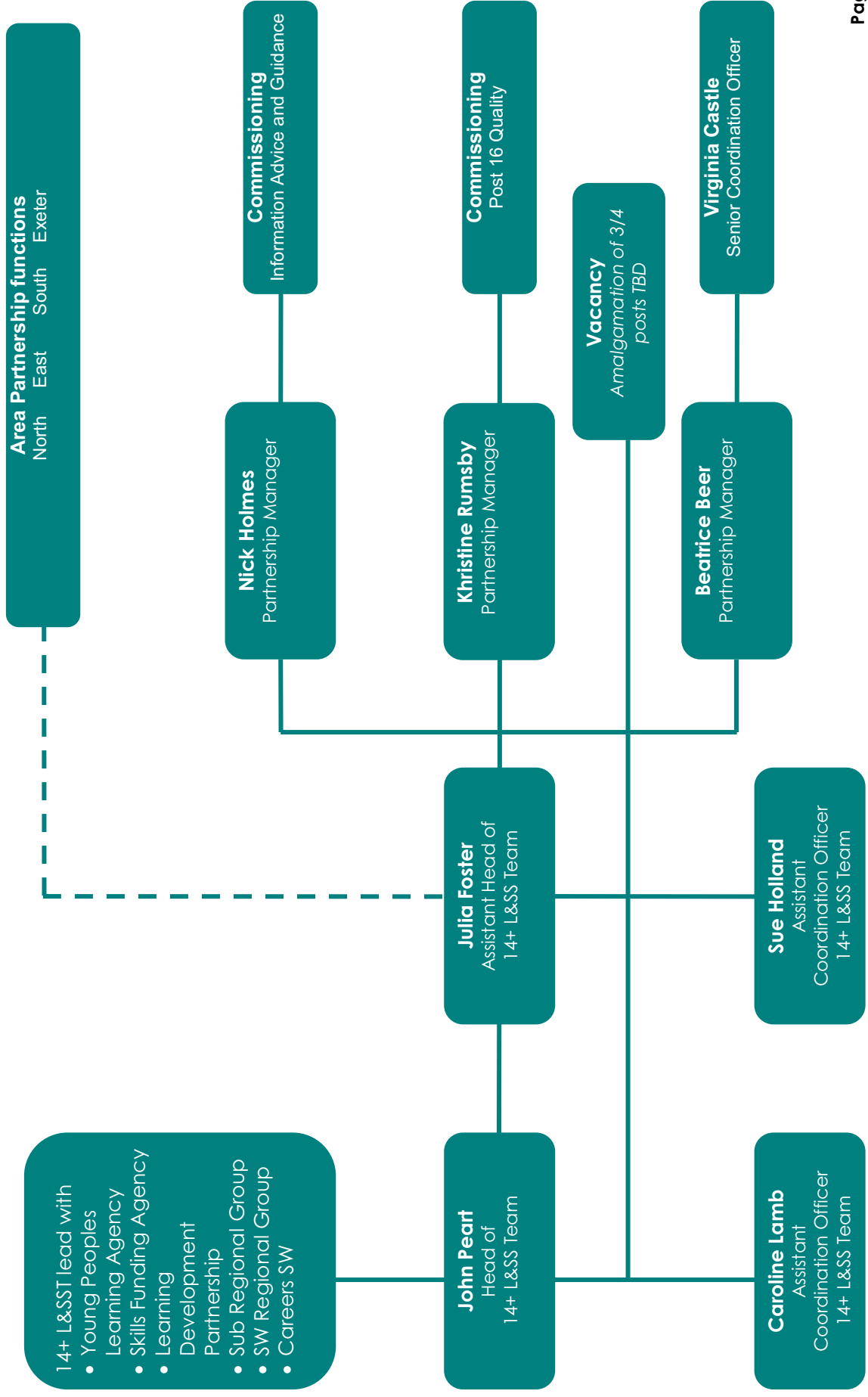


## 2. SERVICES

### 2.1 14+ Learning & Skills Strategic Team [14+ L&SST]

<b>Name of Specialist Service Area</b>	<b>14+ Learning &amp; Skills Strategic Team (14+L&amp;SST)</b>	
<b>Head of Service</b>	<b>John Peart</b>	
<b>Location</b>	<b>1 Capital Court</b>	
<b>Contact Details</b>	<b>Tel: 01392 381383</b>	<b>Email: john.peart@devon.gov.uk</b>
<b>Key Functions/Description of Service</b>		
<p>On 1 April 2010, all functions previously carried out by the Learning and Skills Council with respect to 16-19 education and training transferred across to the local authority with exception of the 16-18 funding which transferred to the Young People's Learning Agency (YPLA). Local authorities have the strategic planning role for all education and training for young people aged 16-19, up to 25 with learning difficulties, and for those young people in youth custody aged 10 to 18.</p> <p>The newly formed 14+ Learning &amp; Skills Strategic Team provide a service for the LA managing the functions transferring and integrating them with existing LA accountabilities for 14+ education and training. In addition there are some accountability to the Sub Regional Planning Group between Devon, Plymouth and Torbay and the Regional Planning Group (RPG) covering the SW.</p> <p>The team will:</p> <ul style="list-style-type: none"> <li>❖ secure new service delivery systems at every organisational level and work to the agreed new governance (local/regional/national) models;</li> <li>❖ ensure the organisation is fit for purpose and able to meet its statutory, commissioned and financial targets;</li> <li>❖ carry the responsibility for the relevant targets and programmes in the Local Area Agreement (LAA), National Indicator Set (NIS), and the Children &amp; Young People's Plan (CYPP)</li> <li>❖ be accountable for all indicators relating to the Economic Well Being outcome under the Every Child Matters strategy.</li> </ul> <p>The Apprenticeship, Skills, Children and Learning Act presents Devon County Council a great opportunity to build on the relationships already established between key educational, skills and economic stakeholders to work together to plan and commission a coherent, integrated and responsive offer to all young people. This is particularly important as we move towards the Raising of the Participation Age to 17 by 2013 and 18 by 2015. The 14+ Learning and Skills Strategic Team are responsible for securing suitable education and training opportunities for all 16 to 18 year olds and are to identify gaps, enabling new provision and developing the education and training market. We work with a host of National Organisations led by the Department for Education and the Department for Business, Innovation and Skills including the YPLA, the Skills Funding Agency (SFA) and Ofsted. Our delivery is through Maintained School Sixth Forms (Post 16), Further Education Colleges, Academy Sixth Forms, Special Schools and Work Based Learning Training Providers. Other organisations we work closely with are Connexions and the LDP.</p>		

# 14+ Learning and Skills Strategic Team



List of Staff and Role/Contact Details			
Title	Name	Telephone No.	Key Functions
<b>Head of 14+ L&amp;SST</b>	John Peart <a href="mailto:john.peart@devon.gov.uk">john.peart@devon.gov.uk</a>	01392 386479	<ul style="list-style-type: none"> <li>• 14+ Strategy for including Provision, Ensuring planning (14+), Commissioning/Allocations (16+)</li> <li>• Implementation, monitoring and evaluating quality outcomes of 14+ provision</li> </ul>
<b>Assistant Head 14+ L&amp;SST</b>	Julia Foster <a href="mailto:julia.foster@devon.gov.uk">julia.foster@devon.gov.uk</a>	01392 384677	<ul style="list-style-type: none"> <li>• 14-19 Strategic Partnership and implementation of 14-19 Strategy</li> <li>• Supporting Area Partnerships in planning 14+ provision</li> </ul>
<b>Partnership Manager 14+ L&amp;SST</b>	Beatrice Beer <a href="mailto:beatrice.beer@devon.gov.uk">beatrice.beer@devon.gov.uk</a>	01392 380582	<ul style="list-style-type: none"> <li>• Learners with Learning Difficulties and disabilities: Commissioning and allocations</li> <li>• Foundation Learning: Planning and Commissioning</li> </ul>
<b>Partnership Manager 14+ L&amp;SST</b>	Nick Holmes <a href="mailto:nick.holmes@devon.gov.uk">nick.holmes@devon.gov.uk</a>	01392 381786	<ul style="list-style-type: none"> <li>• FE Colleges: Commissioning, allocations and planning</li> <li>• IAG: Overview of Devon Strategy and electronic systems to support IAG</li> <li>• Apprenticeships – Training provider network</li> </ul>
<b>Partnership Manager 14+ L&amp;SST</b>	Khristine Rumsby <a href="mailto:khristine.rumsby@devon.gov.uk">khristine.rumsby@devon.gov.uk</a>	01392 380597	<ul style="list-style-type: none"> <li>• Schools 6th Forms: Commissioning, allocations and planning</li> <li>• Apprenticeships in Schools</li> <li>• Transport: Post 16 and Collaborative provision</li> </ul>
<b>Senior Co-ordination Officer 14+ L&amp;SST</b>	Christina Maccullie <a href="mailto:christina.maccullie@devon.gov.uk">christina.maccullie@devon.gov.uk</a>	01392 384331	<ul style="list-style-type: none"> <li>• Electronic IAG systems: Common application Process, Electronic individual learning plan, Area Prospectus</li> </ul>
<b>Senior Co-ordination Officer 14+ L&amp;SST</b>	Virginia Castle <a href="mailto:virginia.castle@devon.gov.uk">virginia.castle@devon.gov.uk</a>	01392 380512	<ul style="list-style-type: none"> <li>• 16+ provision for vulnerable groups including Children in Care</li> <li>• Transition process and systems</li> </ul>
<b>Assistant Co-ordination Officer 14+ L&amp;SST</b>	Sue Holland <a href="mailto:susan.holland@devon.gov.uk">susan.holland@devon.gov.uk</a>	01392 384344	<ul style="list-style-type: none"> <li>• Support to team and stakeholders in collecting information of area plans and provision</li> </ul>
<b>Assistant Co-ordination Officer 14+ L&amp;SST</b>	Caroline Lamb <a href="mailto:caroline.lamb@devon.gov.uk">caroline.lamb@devon.gov.uk</a>	01392 381383	<ul style="list-style-type: none"> <li>• Support to team and stakeholders on collecting information on commissioning and allocations</li> <li>• LLDD information Co-ordination</li> </ul>

## 2.2 Educational Outcomes for Vulnerable Groups

### A. Achievement Through Collaboration

<b>Name of Specialist Service Area</b>	<b>Achievement Through Collaboration [AtC]</b>		
<b>Head of Service</b>	Sue Clarke		
<b>Location</b>	County Hall		
<b>Contact Details</b>	<b>Tel: 01392 38 3084</b>	<b>Email: sue.clarke@devon.gov.uk</b>	
<b>Key Functions/Description of Service</b>			
<p><b>A. Policy and Strategy</b></p> <ul style="list-style-type: none"> <li>❖ Promotes and supports partnership between schools within the context of a diverse and fast changing educational landscape.</li> <li>❖ Drives awareness of collaborative approaches to raising attainment and 'Closing the Gap' in outcomes for children and young people across Devon's communities.</li> <li>❖ Promotes collaborative approaches to achieve better VFM.</li> <li>❖ Promotes collaborative approaches to help secure the viability of small rural schools.</li> <li>❖ Promotes and actively supports the development of locality based business and commissioning infrastructures across school clusters including the LLC framework.</li> <li>❖ Encourages innovation and dissemination of best practice for school to school partnerships and promotes Devon's achievements at national level.</li> <li>❖ Ensures statutory processes are adhered to within each formal federation processes.</li> </ul> <p><b>B. Communication and Information</b></p> <ul style="list-style-type: none"> <li>❖ Ensures good communication and updates on partnership models with school leaders, governors other LA services and for elected members.</li> <li>❖ Ensures good communication about LA expectations of schools' 'Duty to Cooperate' and support for the most vulnerable children and young people.</li> <li>❖ Provides information and support for governors and school leaders adopting new organisational structures and partnership models.</li> </ul> <p><b>C. Actions and Processes</b></p> <ul style="list-style-type: none"> <li>❖ Facilitates peer to peer support and system leadership by governors, senior leaders.</li> <li>❖ Supports The Area Review Process and development of system/community leadership.</li> <li>❖ Works across the directorate to link key policies to school partnership clusters including LDP, Stepping Stones, ICS, Extended Services, locality working and The Big Society or 'Total Place' approaches.</li> <li>❖ Provides LLC data sets.</li> <li>❖ Keeps a formal partnership register and provides brokerage.</li> <li>❖ Supplies model processes and tools for schools seeking to change organisational structures and signposting to specialist support (HR and Finance).</li> </ul> <p>Retains an open dialogue with DAG, DASH and DAPH on a range of partnership matters.</p>			
<b>Structure Diagram</b>			
Head of Service: Sue Clarke PA: 0.5 Sue Newson			
<b>List of Staff and Role/Contact Details [Alphabetical Order]</b>			
<b>Name</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
Sue Newson	PA 0.5	01392382036	sue.newson@devon.gov.uk

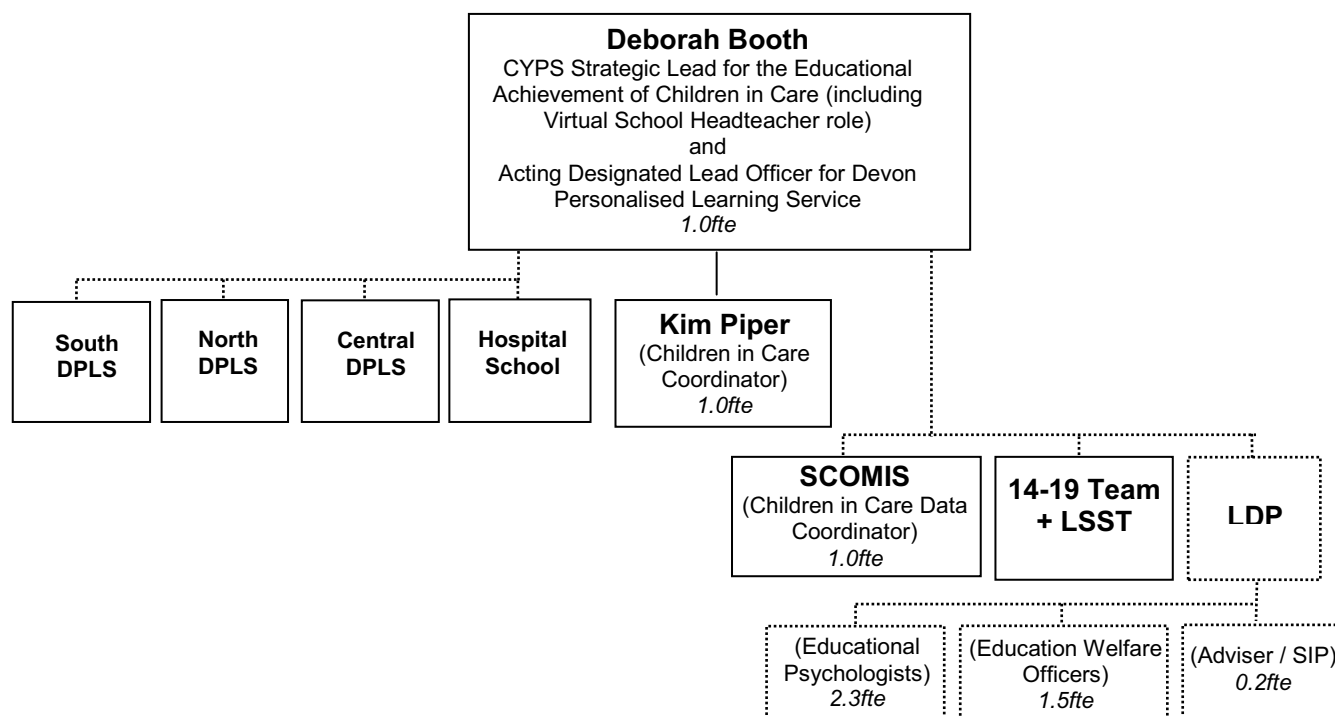
## B. Children In Care Virtual School Team and Devon Personalised Learning Service [DPLS]

<b>Name of Specialist Service Area</b>	<b>Children in Care Virtual School Team / Alternative Provision</b>	
<b>Head of Service</b>	<b>Deborah Booth</b>	
<b>Location</b>	<b>County Hall and other various venues across the county</b>	
<b>Contact Details</b>	<b>Tel: 01392 383977</b>	<b>Email: <a href="mailto:deborah.booth@devon.gov.uk">deborah.booth@devon.gov.uk</a></b>

### Key Functions/Description of Service

- ❖ To promote the educational achievement of Children in Care (Section 52, 2004 Act);
- ❖ To promote opportunities for Children in Care through Personal Educational Allowances;
- ❖ To promote role of DCC employers as Corporate Parents;
- ❖ To commission key services to support Children in Care and other vulnerable groups to ensure good quality learning outcomes.
- ❖ To include monitoring and tracking achievement of vulnerable groups in schools and alternative provision;
- ❖ To ensure that children are appropriately placed and are receiving appropriate provision for their individual needs, including within the Devon Personalised Learning Service;
- ❖ To secure the prompt admission to school and alternative provision and improve the attendance of vulnerable children;
- ❖ To reduce the fixed period exclusions and permanent exclusions of Children in Care and other vulnerable groups;
- ❖ To secure a high quality one service approach within the Devon Personalised Learning Service;
- ❖ To hold services to account for educational outcomes for children and young people placed in their centres;
- ❖ To report to Strategic Leadership Group, the Stepping Stones Programme Board and other Boards as appropriate.

### Structure Diagram



<b>List of Staff and Role/Contact Details [Alphabetical Order]</b>			
<b>Name (Virtual School Team)</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
Virginia Castle	14-19	01392	<a href="mailto:virginia.castle@devon.gov.uk">virginia.castle@devon.gov.uk</a>
Catherine Dunnett	Coordination	380512	<a href="mailto:catherine.dunnett@devon.gov.uk">catherine.dunnett@devon.gov.uk</a>
Ken Fuller	Officer	01271	<a href="mailto:ken.fuller@devon.gov.uk">ken.fuller@devon.gov.uk</a>
Susan Mason-Braham	Educational Psychologist	386302	<a href="mailto:susan.mason-braham@devon.gov.uk">susan.mason-braham@devon.gov.uk</a>
Colin Mitchell	Educational Psychologist	01271	<a href="mailto:colin.mitchell@devon.gov.uk">colin.mitchell@devon.gov.uk</a>
Kim Piper	Educational Psychologist	388701	<a href="mailto:kim.piper@devon.gov.uk">kim.piper@devon.gov.uk</a>
Sarah Short	Education	01392	<a href="mailto:sarah.short@devon.gov.uk">sarah.short@devon.gov.uk</a>
Gill Winston	Welfare Officer	386811	<a href="mailto:gill.winston@devon.gov.uk">gill.winston@devon.gov.uk</a>
	Education	01392	
	Welfare Officer	386810	
	CiC Coordinator	01392	
	CiC Data Coordinator	384722	
	Primary Adviser	01392	
		385353	
		01392	
		385246	
<b>Name (Alternative Provision)</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
Sarah Acland	Head of South & West DPLS	01803	<a href="mailto:Sarah.acland@devon.gov.uk">Sarah.acland@devon.gov.uk</a>
Denise Benson	Head of Hospital Education Service	865580	<a href="mailto:Denise.benson@devon.gov.uk">Denise.benson@devon.gov.uk</a>
James Evans	Head of North DPLS	01392	<a href="mailto:James.evans@devon.gov.uk">James.evans@devon.gov.uk</a>
Nigel Way	Head of Central DPLS	402675	<a href="mailto:Nigel.way@devon.gov.uk">Nigel.way@devon.gov.uk</a>
		01271	
		376641	
		01392	
		445446	

### C. SEN : CSET and SENAT; Stepping Stones; Parent Partnership

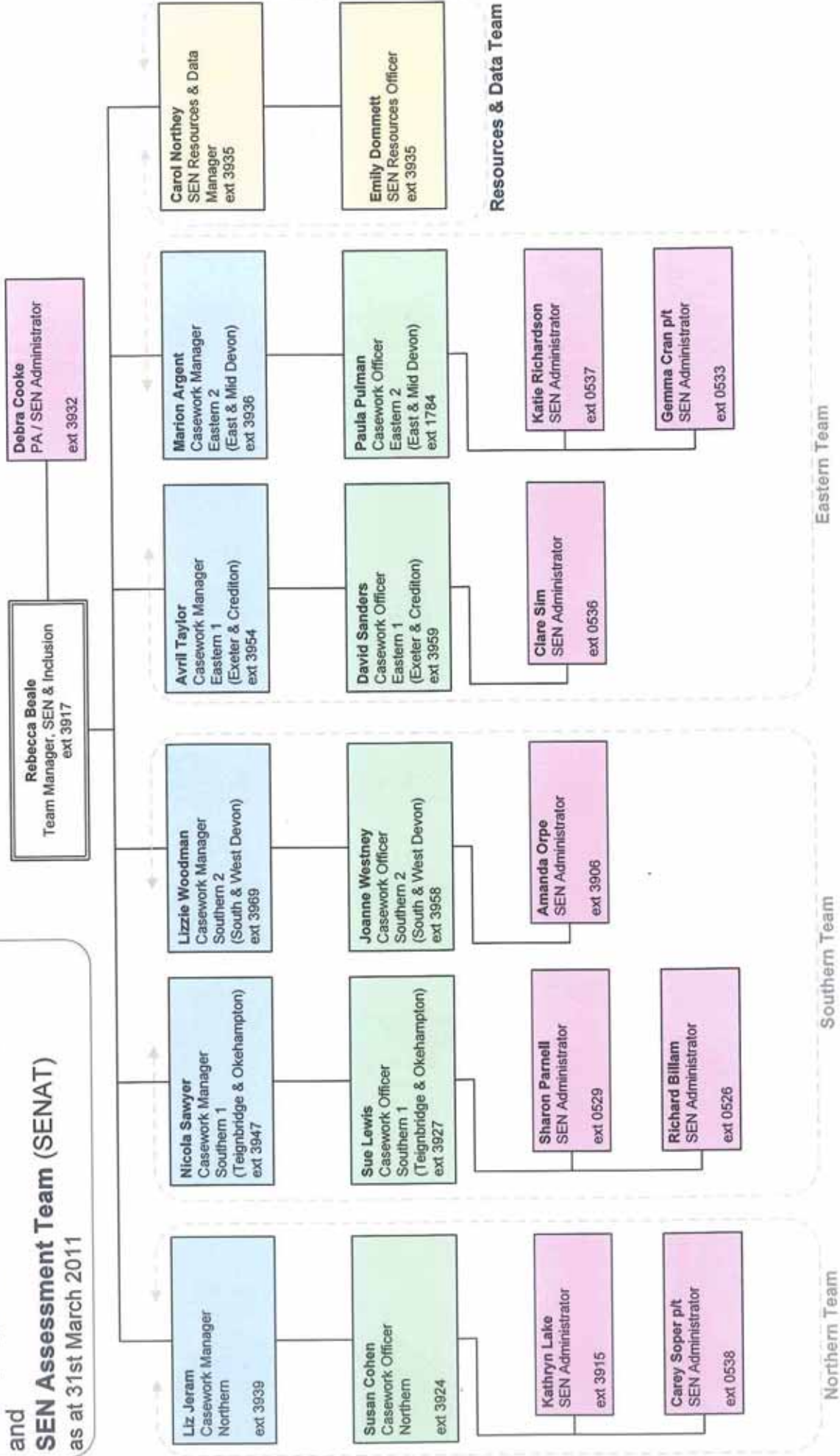
<b>Name of Specialist Service Area</b>	<b>COUNTY SPECIAL EDUCATIONAL NEEDS TEAM [CSET &amp; SENAT]</b>	
<b>Head of Service</b>	<b>Rebecca Beale</b>	
<b>Location</b>	<b>1 Capital Court, Sowton</b>	
<b>Contact Details</b>	<b>Tel: 01392 383917</b>	<b>Email: rebecca.beale@devon.gov.uk</b>
<b>Key Functions/Description of Service</b>		
<p>The key functions of the County Special Education Team are:</p> <ul style="list-style-type: none"> <li>❖ To consider requests from parents, schools and other agencies for statutory assessment of a child's special educational needs in accordance with the 1996 Education Act and SEN Code of Practice.</li> <li>❖ To undertake statutory assessments of children and young people between the ages of 2 and 19 years of age in accordance with statutory timescales.</li> <li>❖ Issue Statements of Special Educational Needs or Notes in Lieu of a statement by the required deadlines.</li> <li>❖ To arrange the appropriate provision to meet a child's needs through liaison with schools and other services by the allocation of additional resources to mainstream schools or placement in special schools.</li> <li>❖ To complete the statutory Annual Review of statements and amend statements as necessary.</li> <li>❖ To defend appeals to the SEN &amp; Disability Tribunal if it has not been possible to reach agreement with parents about the wording of the statement or the school named.</li> <li>❖ To collaborate closely with other teams, e.g. Admissions and Transport to ensure that all children have a school place on school entry/phase transfer and to provide information about travel arrangements.</li> <li>❖ To liaise and work in partnership with other services and agencies to deliver effective outcomes for children and young people and ensure effective planning for young people in transition.</li> <li>❖ To provide information and advice to parents/carers, schools and others about all aspects of the statutory SEN processes.</li> <li>❖ To deliver effective budget monitoring to ensure efficient use of the Local Authority's resources.</li> <li>❖ To provide management information to assist with future planning of services.</li> </ul>		

# County Special Education Team (CSET)

and

# SEN Assessment Team (SENAT)

as at 31st March 2011



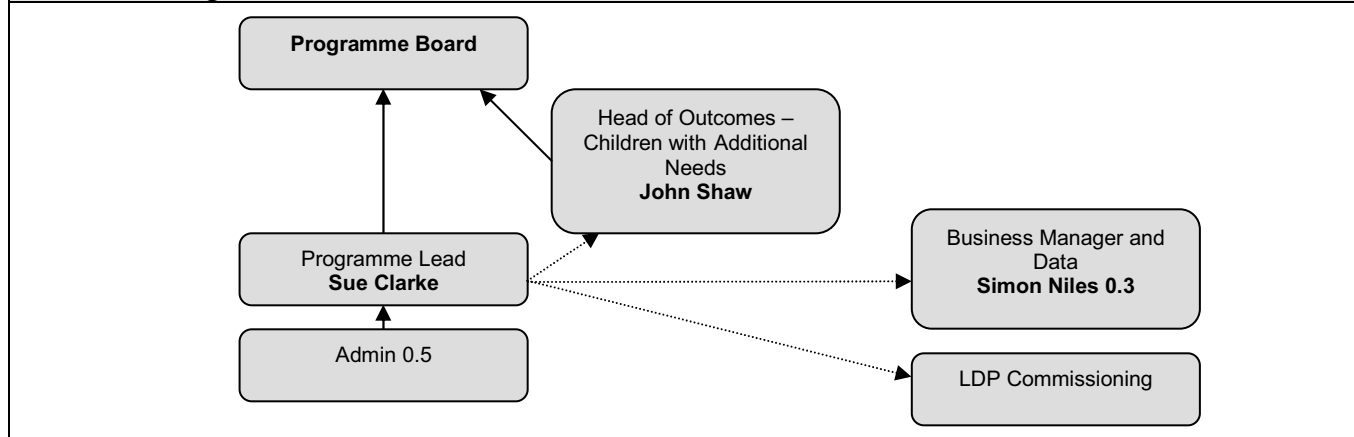
<b>List of Staff and Role/Contact Details [Alphabetical Order]</b>			
<b>Name</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
Rebecca Beale	Team Manager	01392 383917	<a href="mailto:rebecca.beale@devon.gov.uk">rebecca.beale@devon.gov.uk</a>
Liz Jeram	Casework Manager - Northern	01392 383939	<a href="mailto:liz.jeram@devon.gov.uk">liz.jeram@devon.gov.uk</a>
Nicola Sawyer	Casework Manager – Southern 1	01392 383947	<a href="mailto:nicola.sawyer@devon.gov.uk">nicola.sawyer@devon.gov.uk</a>
Lizzie Woodman	Casework Manager – Southern 2	01392 383969	<a href="mailto:lizzie.woodman@devon.gov.uk">lizzie.woodman@devon.gov.uk</a>
Avril Taylor	Casework Manager – Eastern 1	01392 383954	<a href="mailto:avril.taylor@devon.gov.uk">avril.taylor@devon.gov.uk</a>
Marion Argent	Casework Manager – Eastern 2	01392 383936	<a href="mailto:marion.argent@devon.gov.uk">marion.argent@devon.gov.uk</a>
Carol Northey	SEN Resources and Data Manager	01392 383935	<a href="mailto:carol.northey@devon.gov.uk">carol.northey@devon.gov.uk</a>
Susan Cohen	Casework Officer – Northern	01392 383924	<a href="mailto:susan.cohen@devon.gov.uk">susan.cohen@devon.gov.uk</a>
Sue Lewis	Casework Officer – Southern 1	01392 383927	<a href="mailto:sue.lewis@devon.gov.uk">sue.lewis@devon.gov.uk</a>
Joanne Westney	Casework Officer – Southern 2	01392 383958	<a href="mailto:joanne.westney@devon.gov.uk">joanne.westney@devon.gov.uk</a>
David Sanders	Casework Officer – Eastern 1	01392 383959	<a href="mailto:david.sanders@devon.gov.uk">david.sanders@devon.gov.uk</a>
Paula Pulman	Casework Officer – Eastern 2	01392 381784	<a href="mailto:paula.pulman@devon.gov.uk">paula.pulman@devon.gov.uk</a>
Emily Dommett	SEN Resources Officer	01392 383935	<a href="mailto:emily.dommett@devon.gov.uk">emily.dommett@devon.gov.uk</a>
Debra Cooke	PA / SEN Administrator	01392 383932	<a href="mailto:debra.l.cooke@devon.gov.uk">debra.l.cooke@devon.gov.uk</a>
Kathryn Lake	SEN Administrator – Northern	01392 383915	<a href="mailto:kathryn.lake@devon.gov.uk">kathryn.lake@devon.gov.uk</a>
Carey Soper	SEN Administrator – Northern	01392 380538	<a href="mailto:carey.soper@devon.gov.uk">carey.soper@devon.gov.uk</a>
Sharon Parnell	SEN Administrator – Southern	01392 380529	<a href="mailto:sharon.parnell@devon.gov.uk">sharon.parnell@devon.gov.uk</a>
Richard Billam	SEN Administrator – Southern	01392 380526	<a href="mailto:richard.billam@devon.gov.uk">richard.billam@devon.gov.uk</a>
Amanda Orpe	SEN Administrator – Southern	01392 383906	<a href="mailto:amanda.orpe@devon.gov.uk">amanda.orpe@devon.gov.uk</a>
Clare Sim	SEN Administrator – Eastern	01392 380536	<a href="mailto:clare.sim@devon.gov.uk">clare.sim@devon.gov.uk</a>
Katie Richardson	SEN Administrator – Eastern	01392 380537	<a href="mailto:katie.richardson@devon.gov.uk">katie.richardson@devon.gov.uk</a>
Gemma Cran	SEN Administrator – Eastern	01392 380533	<a href="mailto:gemma.cran@devon.gov.uk">gemma.cran@devon.gov.uk</a>

<b>Name of Specialist Service Area</b>	<b>Stepping Stones Change Programme [SS]</b>		
<b>Head of Service</b>	<b>Sue Clarke</b>		
<b>Location</b>	<b>County Hall</b>		
<b>Contact Details</b>	<b>Tel: 01392 382036</b>	<b>Email: <a href="mailto:sue.clarke@devon.gov.uk">sue.clarke@devon.gov.uk</a></b>	

**Key Functions/Description of Service**

- ❖ A change programme based upon the reallocation of existing resources to develop a continuum of provision better matched to the needs of children with SEN , AEN and those who require a personalised education offer.
- ❖ To develop locally based specialist provision offering outreach support so that children, families and schools can access provision and expertise within their local area.
- ❖ To secure a wide range of high quality provision within the county for children with SEN, and AEN to reduce reliance on 'out of county' placements
- ❖ To support partnerships of schools to develop their universal provision for children at risk of exclusion and those with ASC, SEBD and speech and language delay.
- ❖ To commission high quality specialist provision and expertise to both develop and embed best practice in schools and specialist settings
- ❖ To retain a dialogue with schools about strategic resourcing and costs of different specialist provision
- ❖ Key priorities for the next phase of Programme are: (1) Embedding and developing THRIVE, CAIRBS and LABPS (2) Developing Early Years and Primary provision(3) Remodelling and review of DPLS core functions (4) Strategy for disinvestment to reinvest in provision to meet changing needs

**Structure Diagram**



**List of Staff and Role/Contact Details [Alphabetical Order]**

<b>Name</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
Sue Clarke	Head of Service	01392 382036	<a href="mailto:sue.clarke@devon.gov.uk">sue.clarke@devon.gov.uk</a>

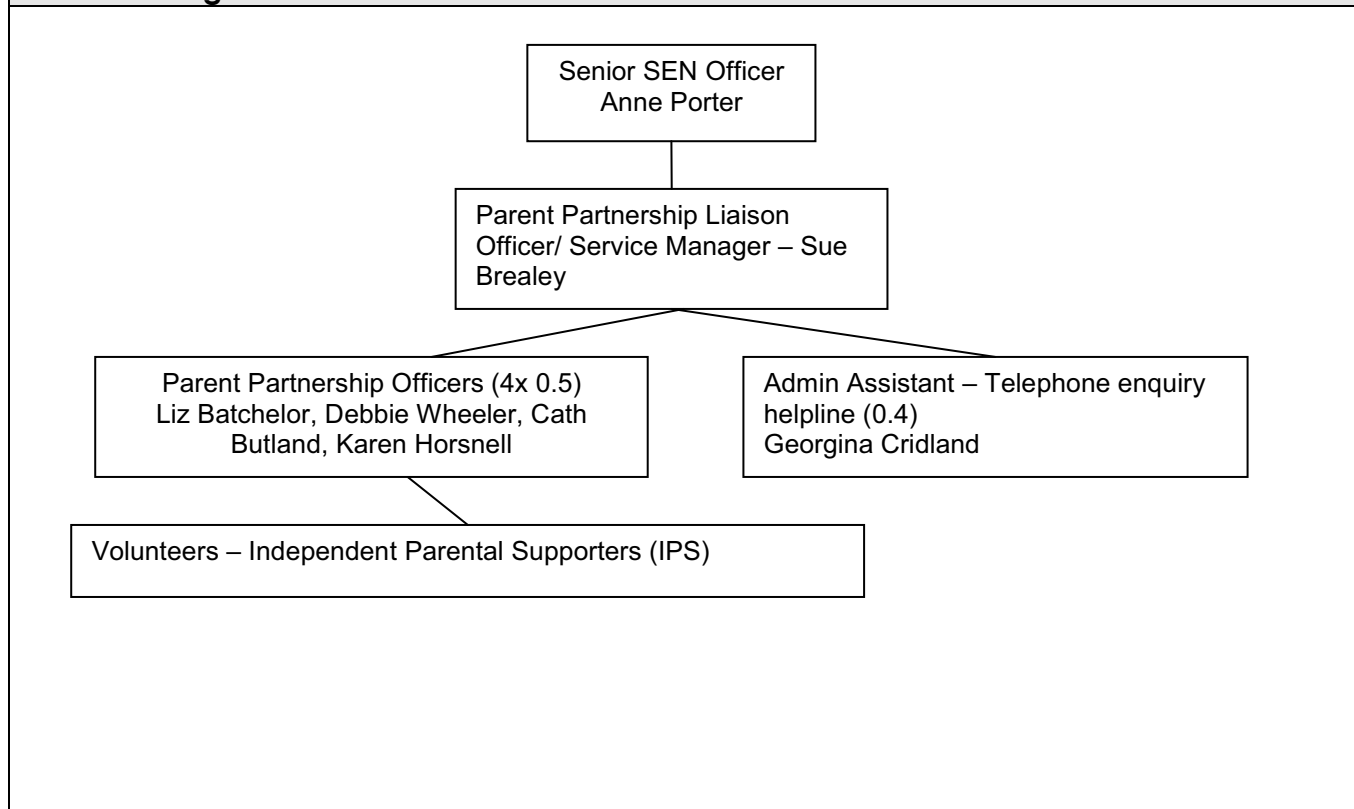
<b>Name of Specialist Service Area</b>	<b>Parent Partnership Service</b>	
<b>Head of Service</b>	<b>Sue Brealey</b>	
<b>Location</b>	<b>Great Moor House</b>	
<b>Contact Details</b>	<b>Tel: 01392 383080</b>	<b>Email: <a href="mailto:sue.brealey@devon.gov.uk">sue.brealey@devon.gov.uk</a></b>

**Key Functions/Description of Service**

Parent Partnership Service is a statutory requirement in the SEN Code of Practice, which has to provide a range of flexible services for parents. We do this by:-

- Providing impartial support, advice, information and training for parents of children with additional needs aged 0-19, not only those with statements, so they can make appropriate, informed decisions and work in partnership with professionals.
- Assisting parents, either individually or in groups, in discussion with schools, Local Authorities and other agencies.
- Providing accurate, neutral information on SEN procedures for parents as set out in SEN legislation and the Code of Practice.
- Informing parents about other agencies who can provide advice and information.
- Supporting parents with the inclusion of the child's view.
- Supporting parents with tribunals and appeals relating to SEN.
- Providing support for interpreting SEN information and writing of parental contributions.
- Developing and delivering training for a range of professionals including governors, school and teaching staff on SEN, good communication and building effective relationships with parents.
- Working with schools, LA officers and other agencies to help develop positive relationships with parents.
- Ensuring that parents views are heard and understood, and to inform and influence the development of local SEN policy and practice
- Establishing and maintaining links with voluntary organisations
- Recruiting, training and supervising volunteers- Independent Parental Supporters (IPS) to provide support and advice for parents.

**Structure Diagram**



<b>List of Staff and Role/Contact Details [Alphabetical Order]</b>			
<b>Name</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
Liz Batchelor	Parent Partnership Officer	01803 527849 07855 215944	Liz.batchelor@devon.gov.uk
Sue Brealey	Service Manager/Liaison Officer	01392 383957 07812 100187	<a href="mailto:sue.brealey@devon.gov.uk">sue.brealey@devon.gov.uk</a>
Cath Butland	Parent Partnership Officer	01566 784986 07540 671331	Cath.butland@devon.gov.uk
Georgina Cridland	Administration and telephone helpline	01392 383080	Georgina.gridland@devon.gov.uk
Karen Horsnell	Parent Partnership Officer	07800 973879	Karen.horsnell@devon.gov.uk
Debbie Wheeler	Parent Partnership Officer	01392383080 07545 420357	Debbie.wheeler@devon.gov.uk

## 2.3 Devon Catering and Cleaning Service [DCCS]

<b>Name of Specialist Service Area</b>	<b>DEVON CATERING AND CLEANING SERVICE [DCCS]</b>	
	Programme Lead – Ray Beale	
<b>Location</b>	County Hall - Room 131	
<b>Contact Details</b>	Tel: 01392 382860	Email: ray.beale@devon.gov.uk

### Key Functions/Description of Service

To oversee the process by which DCCS, **SUBJECT TO** Members approval, is incorporated into a Joint Venture Company with Norse Commercial Services

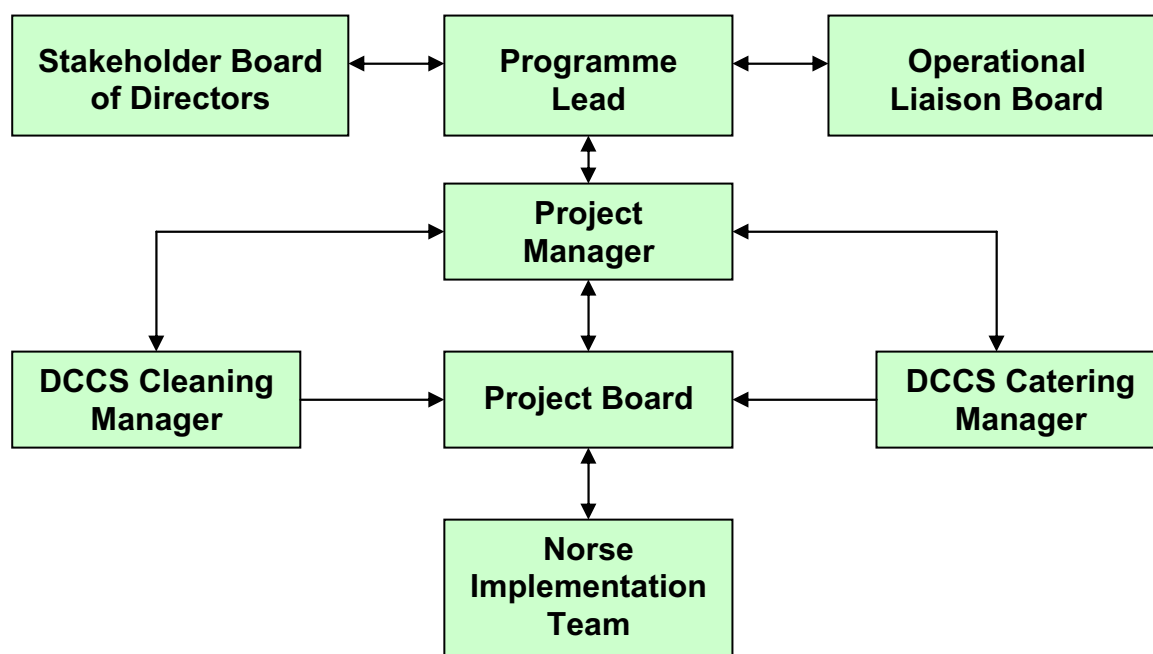
#### The main activities will be:

- \*to consult with schools and other stakeholders about buying back into both the cleaning/caretaking service and schools catering service
- \*consult with staff and their representatives about the implications of transferring to a JVC
- \*identify assets and develop process by which these can be transferred
- \*review and recommend structures to reflect the needs of the organisation taking account of turnover
- \*develop and oversee mobilisation plans
- \*development and maintain communication strategies
- \*develop and maintain risk matrix and programme plans

**All of these form part of the function of the Project Board** [www.devonschoolmeals.info](http://www.devonschoolmeals.info)

The Council's broad aspirations for this venture are improving outcomes for children and young people, parents and carers, and securing value for money and sustainability.

### Structure Diagram



**Devon Catering and Cleaning Service**  
**Falcon Road**  
**Sowton Industrial Estate**  
**Exeter**  
**EX2 7LB**

		OFFICE	MOBILE
<b>Customer Service</b>	Helpdesk	0845-1551015	
<b>Exeter Office</b>	General	01392 384877	
<b>Barnstaple Office</b>	General	01271 388466	
<b>FAX</b>	01392 444262		

**Devon Catering & Cleaning Services (DCCS)**

DCCS have operated the school meals service within Devon schools since 1988. Over that period we have built up a wealth of experience and expertise in all aspects of the catering operation within Devon schools. DCCS offer a professional advice and support service for those schools within Devon that have chosen to operate their own school meals service. The advice and support available ensures that the catering service represents the very best value that can be achieved from the operation. The service offers support and advice to both the Headteacher and the on site catering staff in all aspects of the provision of a schools meals service, from advice and support through the recruitment process, support in dealing with operational issues as they arise including Health & safety, advice and support in nutritional standards together with the provision of a range of training courses available to catering staff. Within the Catering Advisory Service, three levels of service are available, details of these are available at: <http://www.devon.gov.uk/prtf11-3-devon-catering-cleaning-services.pdf>

Devon Catering & Cleaning Services can also provide function catering to public sector bodies, including the Health Service, Police and Magistrates Courts, Borough, District and County Councils (including Schools).

Whether you require a business lunch for five people or a garden party for one thousand guests - all the creative talent, organisational abilities and presentation skills of the DCCS Function Catering Team is at your disposal.

We can design menus to suit any budget, so you can entertain your clients or guests safe in the knowledge that DCCS will operate in an unobtrusive and professional manner, strictly observing the refinements of etiquette that your occasion demands.

View a sample of our lunchtime [function menus](#) which can be ordered online, or we can tailor a menu to suit your requirements.

If you have a general enquiry about our Function Catering Service or would like to discuss your specific function requirements please telephone Fran Perry on (01392) 384363 or email [functions@devon.gov.uk](mailto:functions@devon.gov.uk)

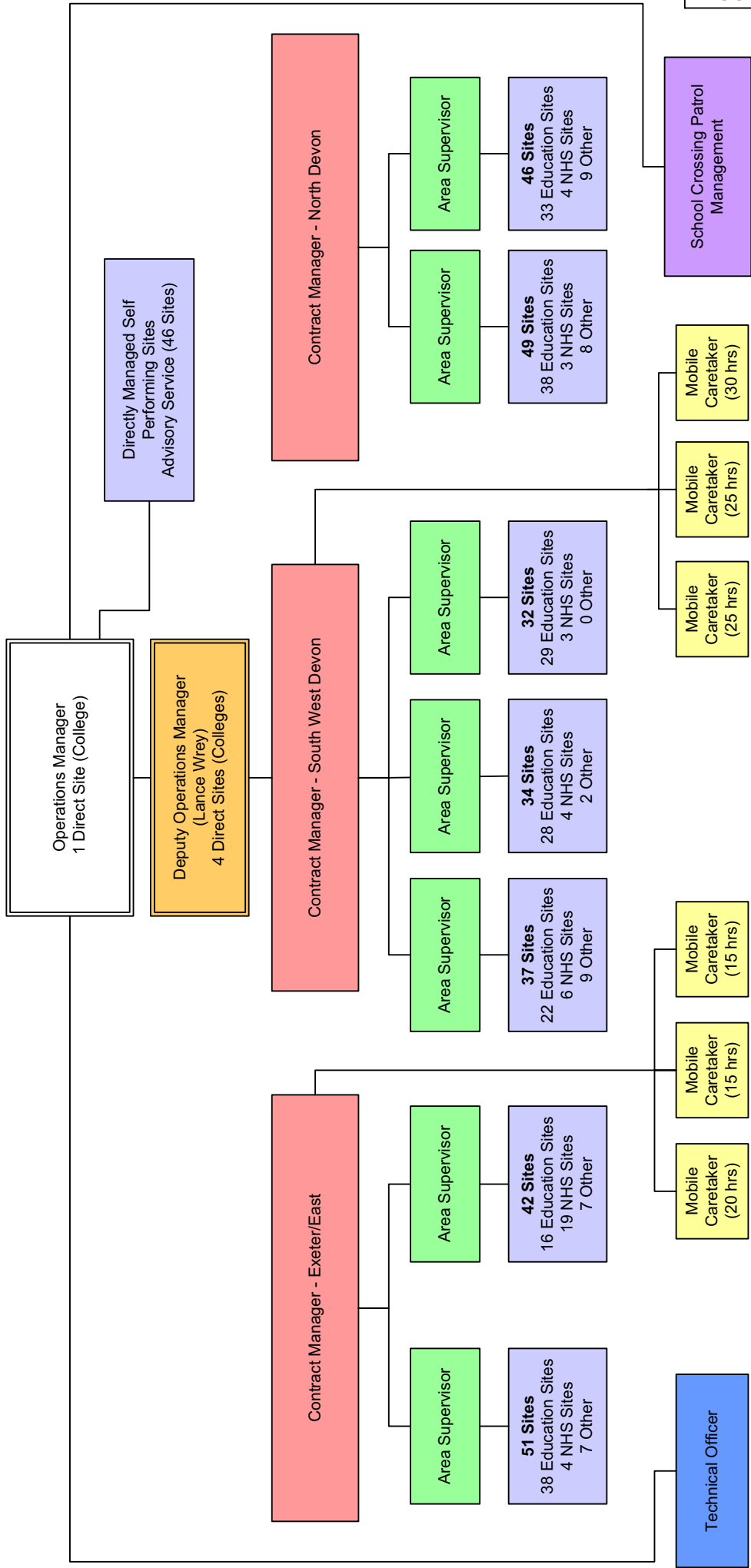
The Cleaning Advisory Service offers a full and comprehensive year-round package to ensure standards and compliance with all legal matters appertaining to a cleaning and caretaking operation, including a full site inspection and appropriate reports; advice and assistance with the appointment and training of caretakers and staff; equipment and any relevant health and safety issues.

All the services detailed above are available on either a subscription or a pay as you go basis. We also offer portable appliance testing (PAT) and a cleaning machinery and equipment repair service on a pay as you go basis.

For more detail please visit <http://www.devon.gov.uk/prtf11-3-devon-catering-cleaning-services.pdf> .

<b>Cleaning and Caretaking</b>			
<b>Jones, Steve</b>	Cleaning and Caretaking Operations Manager	01392 384810	07836 342454
<b>Wrey, Lance</b>	Cleaning and Caretaking Deputy Operations Manager ( based in North)	01271 388466	07789 272239
<b>Aspinall, Martin</b>	Area Supervisor South and West	01392 384814	07836 342449
<b>Brock, Mike</b>	Area Supervisor South & West	01392 384814	07884 118795
<b>Brown, Tom</b>	Area Supervisor North and Mid Devon	01271 388465	07771 505610
<b>Goatcher, Gavin</b>	Area Supervisor North and Mid Devon	01271 388465	07899 078875
<b>Rowbotham, Nigel</b>	Area Supervisor Exeter & East	01392 384860	07901 893910
<b>Seward, Alan</b>	Area Supervisor Cleaning Exeter & East	01392 384860	07766 422371
<b>MacGowan, Sandra</b>	Cleaning Contract Manager Exeter & East	01392 384860	07768 558942
<b>Pearce, Roger</b>	Cleaning Contract Manager North	01271 388465	07836 342461
<b>Dutton, Graham</b>	Cleaning Contract Manager South and West	01392 384814	07836 342463
<b>Barnstaple Office</b>	Cleaning	01271 388465	
<b>Client Cleaning</b>	General	01392 382870	
<b>Catering</b>			
<b>Yeomans, Lesley</b>	Operations Manager, Catering	01392 384813	07721 302947
<b>Hancock, Sue</b>	District Catering Manager Area 1	01271 388464	07979 903374
<b>Wiggins, Sandra</b>	District Catering Manager Area 2	01271 388464	07789 924212
<b>Butler, Rosemary</b>	District Catering Manager Area 3	01271 388464	07909 703577
<b>Horton, Beverley</b>	District Catering Manager Area 4	01392 384887	07899 651801
<b>Gould, Jude</b>	District Catering Manager Area 5	01392 384823	07789 876048
<b>Wood, Dawn</b>	District Catering Manager Area 6	01392 384887	07867 650415
<b>Sherrell, Barbara</b>	District Catering Manager Area 7	01392 384359	07899 658637
<b>White, Pam</b>	District Catering Manager Area 8	01392 384823	07909 688441
<b>Alford, Stephan</b>	District Catering Manager Area 9	01392 384887	07789 032965
<b>Barnstaple Office</b>	Catering Enquires	01271 388464	

<b>DCCS Function Catering</b>			
<b>Perry, Fran</b>	Functions and Procurement Manager	01392 384826	07775 818989
<b>School Crossing Patrol</b>			
<b>Webber, Rod</b>	School Crossing Patrol Admin. Assistant	01392 382247	07771-943868
<b>Eagles, Andrew</b>	School Crossing Patrol Manager	01392 384825	07967 327267
<b>Batt, Brian</b>	School Crossing Patrol Supervisor North		07970 736814
<b>Free School Meals</b>			
<b>Fayter, Matthew</b>	Senior Financial Services Support Officer	01392 384821	
<b>Williams, Steve</b>	Finance Manager	01392 384802	
<b>School Dinner tickets / Caretaking &amp; Cleaning Overtime Claims/ Cash Collections</b>			
<b>Andrews, Jacqui</b>	Financial Services Support Officer	01392 384822	07766 310624
<b>Fresh Start Menus</b>			
<b>Sanders, Nigel</b> Business Development Assistant		01392 384878	
<b>Finance Queries - Catering</b>			
<b>Fayter, Matthew</b> Senior Financial Services Support Officer		01392 384821	
<b>Williams, Steve</b> Finance Manager		01392 384802	
<b>Finance Queries- Cleaning &amp; Caretaking</b>			
<b>Williams, Steve</b>	Finance Manager	01392 384802	
<b>Brown, Sue</b>	Deputy Finance Manager	01392 381325	
<b>PA Testing</b>			
<b>Mills, Paul</b>			07917 071010





## 2.4 Infrastructures [CYPS]

<b>Name of Specialist Service Area</b>	<b>Infrastructures [CYPS]</b>	
<b>Head of Service</b>	<b>Colin Mackenzie</b>	
<b>Location</b>	<b>County Hall</b>	
<b>Contact Details</b>	<b>Tel:01392 382064</b>	<b>Email: <a href="mailto:colin.mackenzie@devon.gov.uk">colin.mackenzie@devon.gov.uk</a></b>

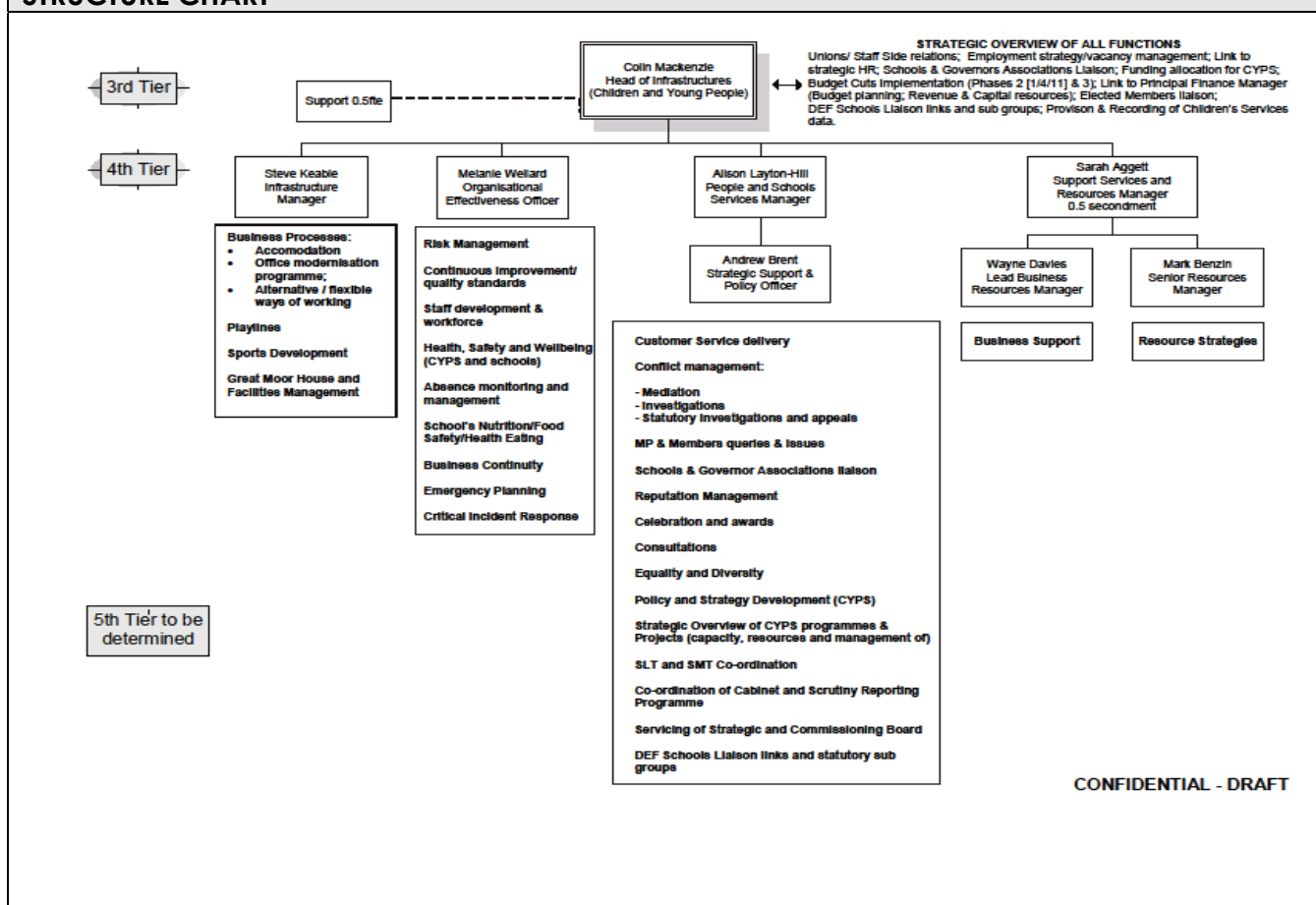
### Key Functions/Description of Service

Infrastructures provide business and infrastructure support across the whole of the CYPS Directorate.

Key strategic functions include:

- ❖ Finance and Resources
- ❖ Business Support and Communications
- ❖ Infrastructure including accommodation, facilities management and flexible ways of working  
School Business Links
- ❖ Organisational Effectiveness including risk management, business continuity, emergency planning and Directorate and Schools Health and Safety
- ❖ Workforce Strategy
- ❖ Customer and Stakeholder services including mediation and statutory investigations
- ❖ Policy and Strategy
- ❖ Equality and Diversity
- ❖ Schools liaison and support to groups and associations
- ❖ Cabinet and Scrutiny report co-ordination
- ❖ Trades Union and Professional Stakeholder relationships

### STRUCTURE CHART



<b>List of Staff and Role/Contact Details [Alphabetical Order]</b>			
<b>Name</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
Mark Benzin	Senior Resource Manager	01392 382043	<a href="mailto:mark.benzin@devon.gov.uk">mark.benzin@devon.gov.uk</a>
Andrew Brent	Strategic Support and Policy Officer	01392 381214	<a href="mailto:andrew.brent@devon.gov.uk">andrew.brent@devon.gov.uk</a>
Wayne Davies	Lead Business Resources Manager	01271 855338	<a href="mailto:wayne.davies@devon.gov.uk">wayne.davies@devon.gov.uk</a>
Steve Keable	Infrastructure Manager	01392 382195	<a href="mailto:steve.keable@devon.gov.uk">steve.keable@devon.gov.uk</a>
Alison Layton-Hill	People and Schools Services Manager	01392 383140	<a href="mailto:alison.layton-hill@devon.gov.uk">alison.layton-hill@devon.gov.uk</a>
Melanie Wellard	Organisational Effectiveness Officer	01392 382873	<a href="mailto:melanie.wellard@devon.gov.uk">melanie.wellard@devon.gov.uk</a>

## 2.5 Learning & Development Partnership [LDP]

<b>Name of Specialist Service Area</b>	<b>Learning and Development Partnership [LDP]</b>	
<b>Head of Service</b>	<b>Andy Simms</b>	
<b>Location</b>	<b>Great Moor House, Exeter</b>	
<b>Contact Details</b>	<b>Tel:01392 385244</b>	<b>Email: <a href="mailto:ldp@devon.gov.uk">ldp@devon.gov.uk</a></b>

### Key Functions/Description of Service

Devon Learning and Development Partnership (LDP) is a leading provider of education services locally, regionally and nationally. Through a unique single point of contact, LDP offers expertise in improvement, enrichment and inclusion services, able to respond to the exciting educational opportunities of the 21<sup>st</sup> century.

LDP's values are central to the way we work with all our partners and guide LDP in all our activities:

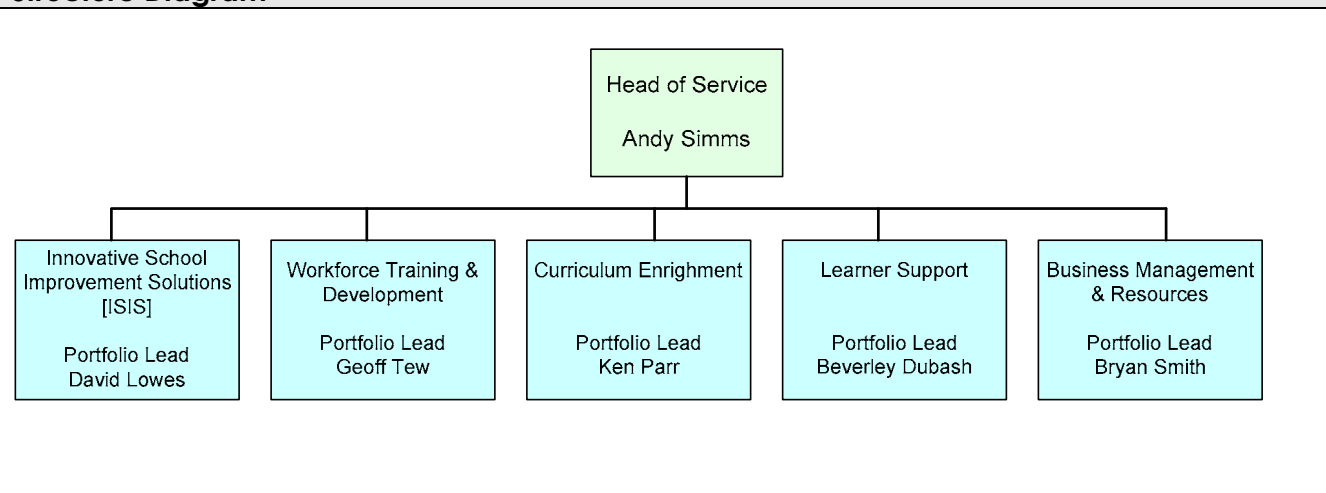
- ❖ LDP is an aspirational organisation that aims for excellence in all that it does and is prepared to take risks to achieve its goals.
- ❖ LDP is an ethical organisation. We seek to be honest, fair, trustworthy and open in the way we work.
- ❖ LDP is an inclusive organisation that recognises the value of all individuals, celebrates diversity and has respect and equality at its heart.

As the educational partner of choice, LDP seeks to build long-term relationships with all the people and organisations we work with. Creating and maintaining partnerships is central to the way we work. LDP's ethos is to combine public service values with best business practice, to deliver high quality services and outstanding value for money. We are committed to continually developing our services and operating at the forefront of educational thinking and practice.

### Why use LDP?

- ❖ A single portal for a comprehensive range of quality assured education improvement, enrichment and inclusion services.
- ❖ Ease of access to regional and national expertise and innovation, across a wide range of educational services.
- ❖ The capacity to meet unplanned and urgent needs, whilst providing ongoing sustainable support throughout the year.
- ❖ An experienced interface between national government, local authority and the needs of schools and settings.
- ❖ High quality staff dedicated to working with school leaders, teaching colleagues, parents, children and young people.
- ❖ Realistic and cost effective solutions to schools, settings and Academies.

### Structure Diagram



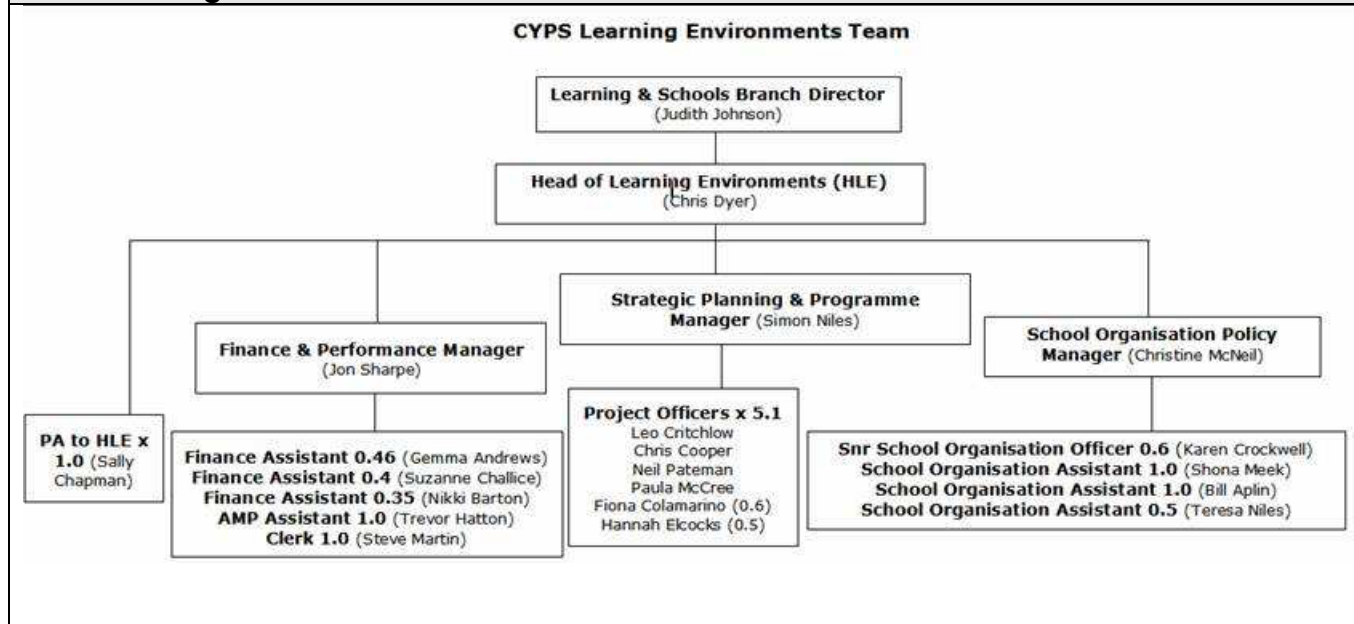
<b>List of Staff and Role/Contact Details [Alphabetical Order]</b>			
<b>Name</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
Andy Simms	Head of LDP	01392 385244	<a href="mailto:Nicole.hartery@devon.gov.uk">Nicole.hartery@devon.gov.uk</a>
Beverley Dubash	Deputy Head of LDP	01392 385244	<a href="mailto:Nicole.hartery@devon.gov.uk">Nicole.hartery@devon.gov.uk</a>
David Lowes	Portfolio Lead, Innovative School Improvement Solutions	01392 386549	<a href="mailto:Sally.watts@devon.gov.uk">Sally.watts@devon.gov.uk</a>
Andrew Riley	Curriculum Support Lead Adviser	01271 388541	<a href="mailto:Sarah.macrae@devon.gov.uk">Sarah.macrae@devon.gov.uk</a>
Debbie Clapshaw	Governor Support Professional Lead	01392 383602	<a href="mailto:governor@devon.gov.uk">governor@devon.gov.uk</a> or <a href="mailto:clerks@devon.gov.uk">clerks@devon.gov.uk</a>
David Chaplin	School Improvement Lead Primary Adviser	01392 385248	<a href="mailto:Suzanne.riding@devon.gov.uk">Suzanne.riding@devon.gov.uk</a>
Hilary Jones	Secondary Phase Adviser	01392 385259	<a href="mailto:Susannah.kilby@devon.gov.uk">Susannah.kilby@devon.gov.uk</a>
David Blower	School Improvement Officer	01392 388541	<a href="mailto:Sarah.macrae@devon.gov.uk">Sarah.macrae@devon.gov.uk</a>
David Lowes	School Improvement Officer	01392 385250	<a href="mailto:Tracey.gibbs@devon.gov.uk">Tracey.gibbs@devon.gov.uk</a>
Alison Miller	School Improvement Officer	01392 385250	<a href="mailto:Tracey.gibbs@devon.gov.uk">Tracey.gibbs@devon.gov.uk</a>
Alan Betts	School Improvement Officer	01392 385250	<a href="mailto:Tracey.gibbs@devon.gov.uk">Tracey.gibbs@devon.gov.uk</a>
Jenny Liggins	Early Years Professional Lead	01392 386464	<a href="mailto:Tina.turner@devon.gov.uk">Tina.turner@devon.gov.uk</a>
Andrew Riley	Ethnic Minority Achievement Lead Adviser	01392 386811	<a href="mailto:Ema.admin@devon.gov.uk">Ema.admin@devon.gov.uk</a>
Andrew Riley	Gypsy Roma Traveller Achievement Lead Adviser	01392 386811	<a href="mailto:Caroline.annett@devon.gov.uk">Caroline.annett@devon.gov.uk</a>
Suzie Winter	Data & Assessment Manager	01392 384853	<a href="mailto:Ldp.data@devon.gov.uk">Ldp.data@devon.gov.uk</a>

Ken Parr	Portfolio Lead Curriculum Enrichment & Head of Music Service	01392 385601	<a href="mailto:Mandy.shobbrook@devon.gov.uk">Mandy.shobbrook@devon.gov.uk</a>
Brendan Stone	Head of Outdoor Learning Centres	01822 890761	<a href="mailto:Ldp.outdoorlearning@devon.gov.uk">Ldp.outdoorlearning@devon.gov.uk</a>
Geraint Hughes	Head of School Library Service	01392 384311	<a href="mailto:Lee.budd@devon.gov.uk">Lee.budd@devon.gov.uk</a>
Tim Arnold	Digital Media Adviser	01392 364171	<a href="mailto:Karen.larkin@devon.gov.uk">Karen.larkin@devon.gov.uk</a>
Vera Anderson	Publications Co- ordinator	01392 384839	<a href="mailto:Vera.anderson@devon.gov.uk">Vera.anderson@devon.gov.uk</a>
Beverley Dubash	Portfolio Lead, Learner Support	01392 385244	<a href="mailto:Nicole.hartery@devon.gov.uk">Nicole.hartery@devon.gov.uk</a>
Bea Blair-Smith	Principal Educational Psychologist	01392 686303	<a href="mailto:Sally.skinner@devon.gov.uk">Sally.skinner@devon.gov.uk</a>
Anthony Boulton	Acting Head of SEN Support	01392 686230	<a href="mailto:Robyn.dennis@devon.gov.uk">Robyn.dennis@devon.gov.uk</a>
Beverley Dubash	Programme Lead – Safeguarding & Principal EWO	01392 383903 (Safeguarding) 01392 383916 (Elective Home Education)	<a href="mailto:Louisa.rockey@devon.gov.uk">Louisa.rockey@devon.gov.uk</a> (Safeguarding) <a href="mailto:Irene.love@devon.gov.uk">Irene.love@devon.gov.uk</a> (Elective Home Education)
Geoff Tew	Portfolio Lead, Workforce Training & Development	01392 384855	<a href="mailto:morwenna.stericker@devon.gov.uk">morwenna.stericker@devon.gov.uk</a>
Bryan Smith	Portfolio Lead, Business Management & Resources	01392 385244	<a href="mailto:Nicole.hartery@devon.gov.uk">Nicole.hartery@devon.gov.uk</a>

## 2.6 Learning Environments Team [LET]

<b>Name of Specialist Service Area</b>	<b>Learning Environments Team [LET]</b>	
<b>Head of Service</b>	<b>Chris Dyer</b>	
<b>Location</b>	<b>County Hall Room 120</b>	
<b>Contact Details</b>	<b>Tel: 01392 383531</b>	<b>Email: <a href="mailto:chris.dyer@devon.gov.uk">chris.dyer@devon.gov.uk</a></b>
<b>Key Functions/Description of Service</b>		
<p>The Learning Environments Team is an amalgamation of the former Capital Strategy team and School Organisation team, working in close collaboration with the Schools Access Services team.</p> <p>The Learning Environments Team's principal areas of responsibility are:</p> <ul style="list-style-type: none"> <li>❖ the planning, organisation and commissioning of school places (including new communities) to ensure the Local Authority's statutory duties are fulfilled;</li> <li>❖ delivering the programme of capital investment in educational and children's services infrastructure</li> </ul> <p>We do this by:</p> <ul style="list-style-type: none"> <li>➤ engaging with Headteachers and governors within Local Learning Communities or at individual school level in discussions relating to data and forecasting affecting local schools;</li> <li>➤ liaison with the Dioceses and wider education community as appropriate;</li> <li>➤ in partnership with School Organisation Forum, individual Headteachers and governors, identifying through the use of Asset Management Plans education building needs across Devon and developing and prioritising programmes to address those needs;</li> <li>➤ identifying appropriate funding strategies, securing necessary resources and procuring professional and technical services in order to deliver programmes of work;</li> <li>➤ acting as commissioning client for LA capital projects including developing project briefs, establish, maintain and control budgets;</li> <li>➤ ensuring projects represent best value, meet appropriate standards and are delivered within appropriate timeframes in the interest of Devon County Council and the projects' end users;</li> <li>➤ working with government and non-government organisations, e.g. DfE, PFS, District Councils and Dioceses on strategic planning.</li> </ul> <p><b>Services to Schools</b></p> <p>Through School Organisation Forum we:</p> <ul style="list-style-type: none"> <li>➤ provide information and guidance to Headteachers and governors to ensure adherence to school organisation legislation and statutory proposals;</li> <li>➤ advise on premises management, the prioritisation criteria and good stewardship;</li> <li>➤ advise on policy development and the coalition government's proposed agenda relating to school organisation, learning environments, the commissioning of school places and academy transfers etc;</li> <li>➤ keep schools informed of emerging school buildings related matters.</li> </ul> <p><b>Note: Due to central government budget reductions and the subsequent CYPs and corporate reviews, the services currently available above may be subject to change details of which will be published when known.</b></p>		

## Structure Diagram



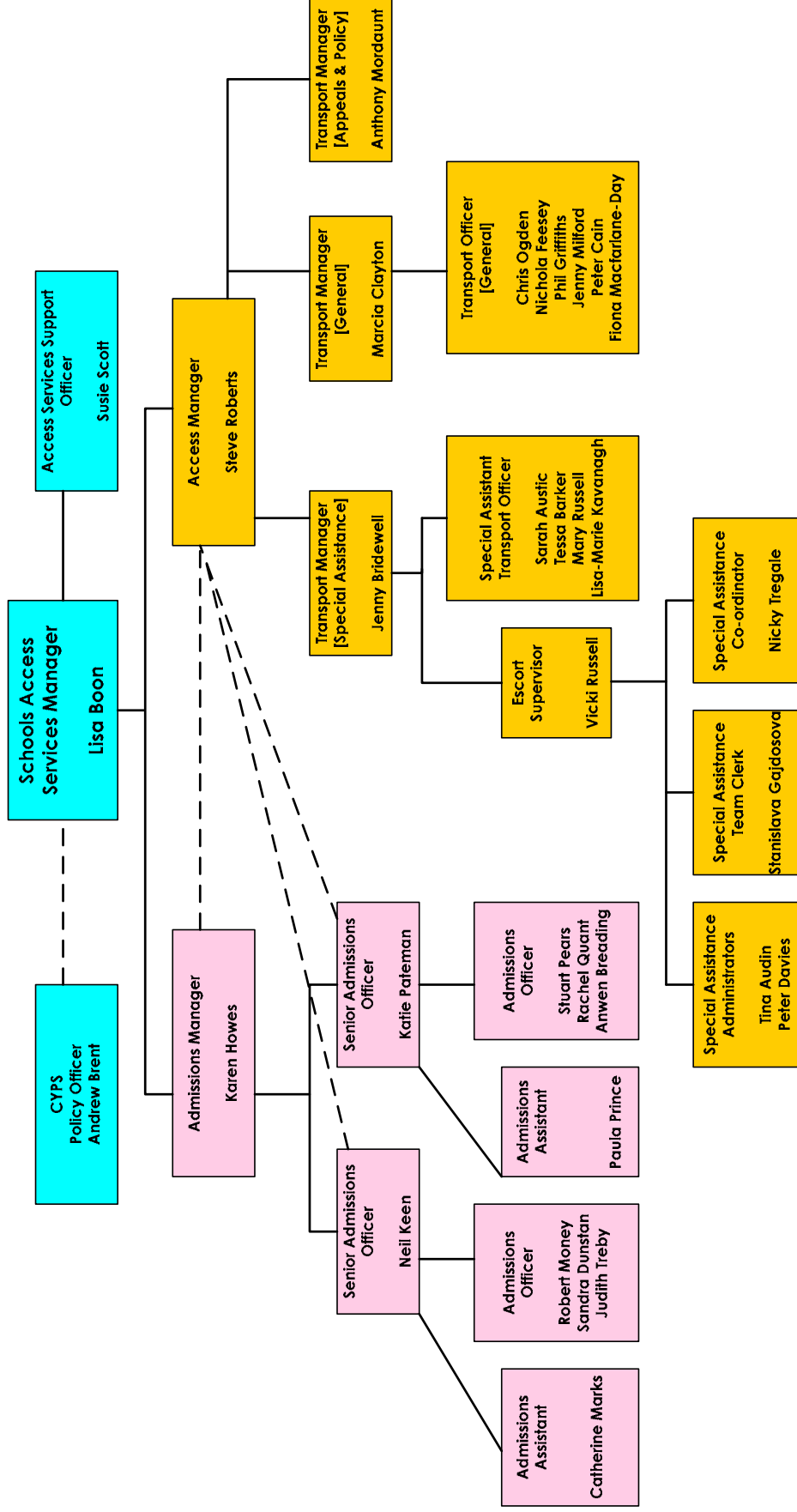
## List of Staff and Role/Contact Details [Alphabetical Order]

Name	Role	Telephone No.	Email
Chris Dyer	Head of Learning Environments	01392 382531	<a href="mailto:chris.dyer@devon.gov.uk">chris.dyer@devon.gov.uk</a>
Simon Niles	Strategic Planning & Capital Programme Manager	01392 382033	<a href="mailto:simon.niles@devon.gov.uk">simon.niles@devon.gov.uk</a>
Leo Critchlow	Project Officer	01392 382032	<a href="mailto:leo.critchlow@devon.gov.uk">leo.critchlow@devon.gov.uk</a>
Neil Pateman	Project Officer	01392 382077	<a href="mailto:neil.pateman@devon.gov.uk">neil.pateman@devon.gov.uk</a>
Chris Cooper	Project Officer	01392 382740	<a href="mailto:chris.cooper@devon.gov.uk">chris.cooper@devon.gov.uk</a>
Paula McCree	Project Officer	01392 382211	<a href="mailto:paula.mccree@devon.gov.uk">paula.mccree@devon.gov.uk</a>
Fiona Colamarino	Project Officer	01392 382073	<a href="mailto:fiona.colamarino@devon.gov.uk">fiona.colamarino@devon.gov.uk</a>
Hannah Elcocks	Project Officer	01392 383382	<a href="mailto:hannah.elcocks@devon.gov.uk">hannah.elcocks@devon.gov.uk</a>
Jon Sharpe	Finance & Performance Manager	01392 382964	<a href="mailto:jon.sharpe@devon.gov.uk">jon.sharpe@devon.gov.uk</a>
Nikki Barton	Senior Finance/Database Officer	01392 383015	<a href="mailto:nikki.barton@devon.gov.uk">nikki.barton@devon.gov.uk</a>
Gemma Andrews	Special Projects Co-ordinator	01392 382733	<a href="mailto:gemma.andrews@devon.gov.uk">gemma.andrews@devon.gov.uk</a>
Suzanne Challice	Senior Finance/Database Officer	01392 383525	<a href="mailto:suzanne.challice@devon.gov.uk">suzanne.challice@devon.gov.uk</a>
Trevor Hatton	Site Information Officer	01392 384392	<a href="mailto:trevor.hatton@devon.gov.uk">trevor.hatton@devon.gov.uk</a>
Steve Martin	Clerical Assistant	01392 382809	<a href="mailto:steve.martin@devon.gov.uk">steve.martin@devon.gov.uk</a>
Sally Chapman	PA and Area Reviews Administrator	01392 382033	<a href="mailto:sally.chapman@devon.gov.uk">sally.chapman@devon.gov.uk</a>
Christine McNeil	School Organisation Policy Manager	01392 382328	<a href="mailto:christine.mcneil@devon.gov.uk">christine.mcneil@devon.gov.uk</a>
Karen Crockwell	Senior School Organisation Officer	01392 382778	<a href="mailto:karen.crockwell@devon.gov.uk">karen.crockwell@devon.gov.uk</a>
Shona Meek	School Organisation Officer	01392 382057	<a href="mailto:shona.meek@devon.gov.uk">shona.meek@devon.gov.uk</a>
Bill Aplin	School Organisation Assistant	01392 382514	<a href="mailto:bill.aplin@devon.gov.uk">bill.aplin@devon.gov.uk</a>
Teresa Niles	Assistant Project Officer	01392 383554	<a href="mailto:teresa.niles@devon.gov.uk">teresa.niles@devon.gov.uk</a>

## 2.7 Schools Access Services

<b>Name of Specialist Service Area</b>	<b>Schools Access Services (School Admissions &amp; School Transport)</b>	
<b>Head of Service</b>	<b>Lisa Boon</b>	
<b>Location</b>	<b>One Capital Court, Sowton, Exeter</b>	
<b>Contact Details</b>	<b>Tel: 01392 383841</b>	<b>Email: lisa.boon@devon.gov.uk</b>
<b>Key Functions/Description of Service</b>		
<p><b>The key functions of the School Admissions Team are to:</b></p> <ul style="list-style-type: none"> <li>❖ Act as a champion for parents and children within the admissions process.</li> <li>❖ Ensure that all schools operate within the requirements of the school admissions code.</li> <li>❖ Act as the admission authority for Community and Voluntary Controlled Schools in Devon including setting admission arrangements and making recommendations to the Cabinet of the County Council.</li> <li>❖ Formulate coordinated admissions schemes at both primary and secondary level.</li> <li>❖ Coordinate the annual consultation process on admissions arrangements via the DCC website.</li> <li>❖ Act as a clearing house for all 'normal round' applications ensuring that all parents receive a single offer of a school place on the published offer date.</li> <li>❖ Set and operate an 'in-year' coordination scheme to ensure all parents requiring places at times other than usual transfer points are offered one.</li> <li>❖ Support and advise schools who are their own admission authority in managing their admissions responsibilities.</li> <li>❖ Provide information and advice to parents/carers, their representatives and elected members about all aspects of the admissions process.</li> <li>❖ Coordinate information sharing with neighbouring Local Authorities regarding cross-border applications.</li> <li>❖ Prepare and defend admissions appeals for maintained schools where admission has been refused.</li> <li>❖ Contribute to regional and national discussion on admissions matters and ensure Devon's interests are represented.</li> <li>❖ Work in partnership with other services – My Devon, Transport, CSET, EWS, IRO's, Social Care – to support individual children and families in accessing education.</li> <li>❖ Report regularly to the Devon Local Admissions Forum on all admissions matters.</li> </ul> <p><b>The key functions of the School Transport Team are to:</b></p> <ul style="list-style-type: none"> <li>❖ Support access to education for children and young people in Devon.</li> <li>❖ Formulate an eligibility policy which reflects all statutory requirements and Devon discretions as agreed by Members.</li> <li>❖ Apply that policy, consistently, to all applications for transport assistance.</li> <li>❖ Support the families of children with SEN in making timely transport applications.</li> <li>❖ Identify those children and young people who require an escort and to ensure appropriate provision is made.</li> <li>❖ Deliver quality training programmes for all escorts across both the DCC employed and contractor sectors.</li> <li>❖ Communicate decisions on eligibility clearly and in a timely manner.</li> <li>❖ Hear appeals at the Transport Officer Panel for individuals requiring transport support outside of policy and to communicate timely decisions.</li> <li>❖ Present second stage appeals to the Transport Appeals Committee (elected members).</li> <li>❖ Commission Transport Coordination Service (TCS) to make transport arrangements which are appropriate to the needs of the child or young person.</li> <li>❖ Work with schools in identifying individual who could benefit from Independent Travel Training and refer them to the scheme.</li> <li>❖ Work collaboratively with other teams/services – TCS, Admissions, CSET, 14-19 LSST, Social Care – to ensure transport and access needs are identified and met where possible.</li> <li>❖ Deliver the service within budget.</li> <li>❖ Contribute to network reviews and other activities in order to deliver best value.</li> <li>❖ Work in partnership with all 14+ stakeholders including schools and FE Colleges regarding transport support for Post 16 learners.</li> <li>❖ Provide information and advice to parents/carers, their representatives and elected members about all aspects of the transport application process and transport provision.</li> </ul>		

# Structure Chart

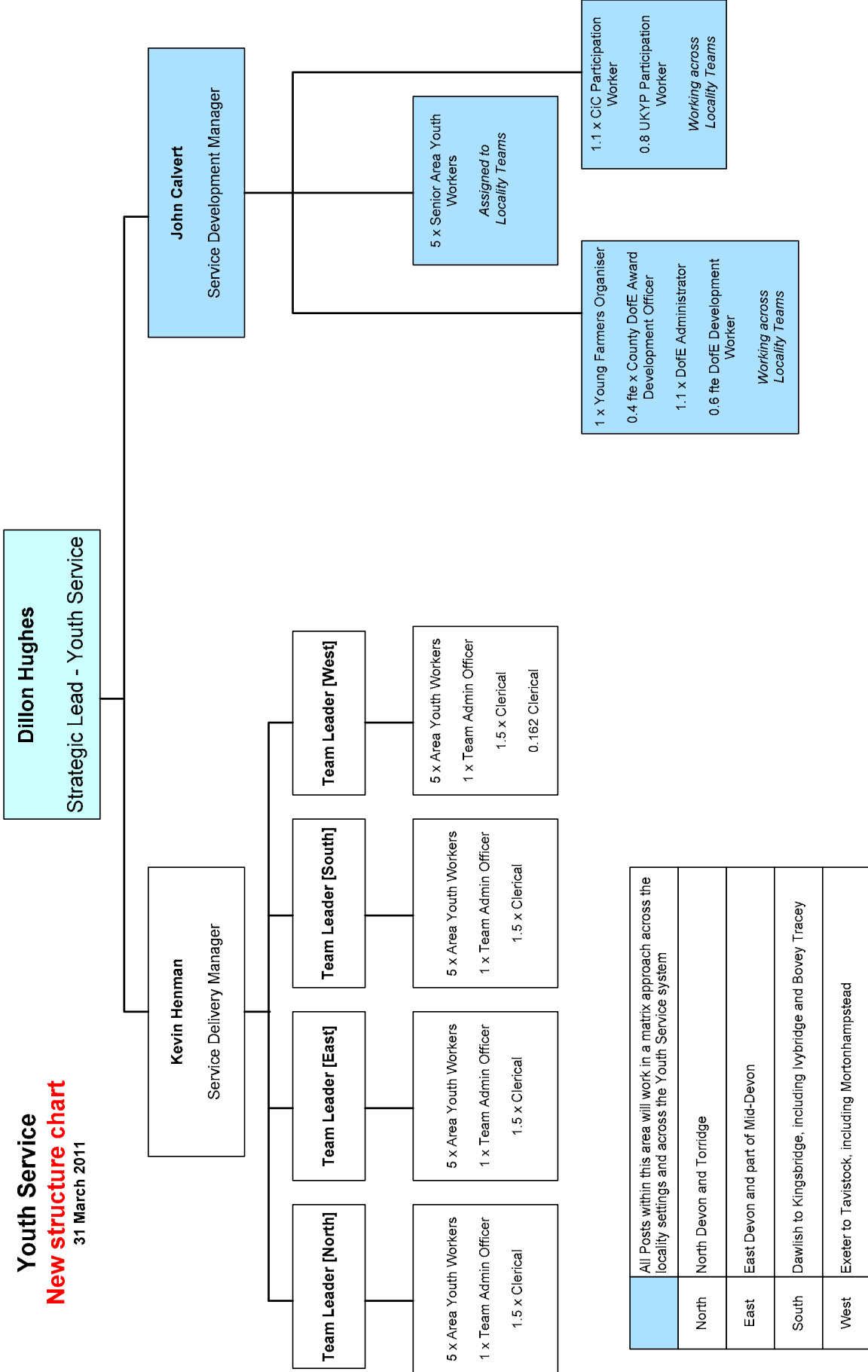


<b>List of Staff and Role/Contact Details [Alphabetical Order]</b>			
<b>Name</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
<b>Admissions</b>			
Anwen Breathing	Admissions Officer	01392 382927	<a href="mailto:Anwen.breathing@devon.gov.uk">Anwen.breathing@devon.gov.uk</a>
Sandra Dunstan	Admissions Officer	01392 383539	<a href="mailto:Sandra.dunstan@devon.gov.uk">Sandra.dunstan@devon.gov.uk</a>
Karen Howes	Admissions	01392 383704	<a href="mailto:Karen.howes@devon.gov.uk">Karen.howes@devon.gov.uk</a>
Neil Keen	Manager Senior Admissions	01392 386180	<a href="mailto:Neil.keen@devon.gov.uk">Neil.keen@devon.gov.uk</a>
Catherine Marks	Officer	01392 382761	<a href="mailto:Catherine.marks@devon.gov.uk">Catherine.marks@devon.gov.uk</a>
Robert Money	Admissions Assistant	01392 382056	<a href="mailto:Robert.money@devon.gov.uk">Robert.money@devon.gov.uk</a>
Katie Pateman	Admissions Officer Senior Admissions	01392 383023	<a href="mailto:Katie.pateman@devon.gov.uk">Katie.pateman@devon.gov.uk</a>
Stuart Pears	Officer	01392 382055	<a href="mailto:Stuart.pears@devon.gov.uk">Stuart.pears@devon.gov.uk</a>
Paula Prince	Admissions Officer	01392 380532	<a href="mailto:Paula.prince@devon.gov.uk">Paula.prince@devon.gov.uk</a>
Rachel Quant	Admissions Assistant	01392 383713	<a href="mailto:Rachel.quant@devon.gov.uk">Rachel.quant@devon.gov.uk</a>
Susan Scott	Admissions Officer Schools Access	01392 383572	<a href="mailto:Susan.scott@devon.gov.uk">Susan.scott@devon.gov.uk</a>
Judith Treby	Services Officer Admissions Officer	01392 383717	<a href="mailto:Judith.treby@devon.gov.uk">Judith.treby@devon.gov.uk</a>
<b>Transport</b>			
Tina Audin	Special Assistance Adminstrator	01392 383615	<a href="mailto:Tina.audin@devon.gov.uk">Tina.audin@devon.gov.uk</a>
Sarah Austic	Special Assistance Transport Officer	01392 382359	<a href="mailto:Sarah.austic@devon.gov.uk">Sarah.austic@devon.gov.uk</a>
Tessa Barker	Special Assistance Transport Officer	01392 382389	<a href="mailto:Tessa.barker@devon.gov.uk">Tessa.barker@devon.gov.uk</a>
Jenny Bridewell	Transport Manager (Special	01392 383579	<a href="mailto:Jenny.bridewell@devon.gov.uk">Jenny.bridewell@devon.gov.uk</a>
Lisa-Marie Bush	Assistance) Special Assistance	01392 380378	<a href="mailto:Lisa-marie.bush@devon.gov.uk">Lisa-marie.bush@devon.gov.uk</a>
Peter Cain	Transport Officer Transport Officer	01392 392536	<a href="mailto:Peter.cain@devon.gov.uk">Peter.cain@devon.gov.uk</a>
Marcia Clayton	(General) Transport Manager	01271 388673	<a href="mailto:Marcia.clayton@devon.gov.uk">Marcia.clayton@devon.gov.uk</a>
Peter Davies	(General) Special Assistance	01392 383577	<a href="mailto:Peter.davies@devon.gov.uk">Peter.davies@devon.gov.uk</a>
Nichola Feesey	Administrator Transport Officer	01271 388682	<a href="mailto:Nichola.feesey@devon.gov.uk">Nichola.feesey@devon.gov.uk</a>
Stanislava Gajdosova	(General) Special Assistance	01392 382166	<a href="mailto:Stanislava.gajdosova@devon.gov.uk">Stanislava.gajdosova@devon.gov.uk</a>
Philip Griffiths	Team Clerk Transport Officer	01271 388692	<a href="mailto:Philip.griffiths@devon.gov.uk">Philip.griffiths@devon.gov.uk</a>
Fiona Macfarlane-Day	(General) Transport Officer (General)	01392 382368	<a href="mailto:Fiona.macfarlane-day@devon.gov.uk">Fiona.macfarlane-day@devon.gov.uk</a>
Jenny Milford	Transport Officer (General)	01392 382276	<a href="mailto:Jenny.milford@devon.gov.uk">Jenny.milford@devon.gov.uk</a>
Anthony Mordaunt	Transport Manager (Appeals & Policy)	01392 383882	<a href="mailto:Anthony.mordaunt@devon.gov.uk">Anthony.mordaunt@devon.gov.uk</a>
Chris Ogden	Transport Officer (General)	01271 388469	<a href="mailto:Chris.ogden@devon.gov.uk">Chris.ogden@devon.gov.uk</a>
Steve Roberts	Access Manager	01392 383587	<a href="mailto:Steve.roberts@devon.gov.uk">Steve.roberts@devon.gov.uk</a>
Mary Russell	Special Assistance Transport Officer	01392 382389	<a href="mailto:Mary.russell@devon.gov.uk">Mary.russell@devon.gov.uk</a>
Vicki Russell	Escort Supervisor	01392 383569	<a href="mailto:Vicki.russell@devon.gov.uk">Vicki.russell@devon.gov.uk</a>
Nicola Tregale	Special Assistance Co-ordinator	01392 383576	<a href="mailto:Nicola.tregale@devon.gov.uk">Nicola.tregale@devon.gov.uk</a>

## 2.8 Youth Service

<b>Name of Specialist Service Area</b>	<b>Devon Youth Service [DYS]</b>	
<b>Head of Service</b>	<b>Dillon Hughes</b>	
<b>Location</b>	<b>County Hall Room 142</b>	
<b>Contact Details</b>	<b>Tel: 01392 383517</b>	<b>Email: <a href="mailto:dillon.hughes@devon.gov.uk">dillon.hughes@devon.gov.uk</a></b>
<b>Key Functions/Description of Service</b>		
<p>Our twin purposes are:</p> <ul style="list-style-type: none"> <li>❖ To support, challenge and enable the learning of young people in order that they may realise their full potential in shaping their own lives.</li> <li>❖ To promote the social and economic inclusion of all young people so that they can contribute to, influence and be valued as part of their community and of society as a whole.</li> </ul> <p>We aim to:</p> <ul style="list-style-type: none"> <li>❖ Offer opportunities for personal growth through which young people can develop life skills, confidence and self esteem.</li> <li>❖ Recognise, respect and encourage initiatives of young people.</li> <li>❖ Act as advocates on behalf of and alongside young people in challenging the inequalities and prejudices arising from their experiences and life circumstances.</li> <li>❖ Offer a variety of informal education activities, programmes and experiences which are recreational, social and fun!</li> <li>❖ Acknowledge and value the diversity within youth culture and promote it within the wider community.</li> <li>❖ Challenge young people's actions, attitudes and words whilst encouraging them to realise the consequences of, and take responsibility for those actions, attitudes and words.</li> <li>❖ Provide ways for young people to express their views and be heard.</li> <li>❖ Offer support to young people through the transitions they experience in moving from childhood to adulthood.</li> <li>❖ Offer relevant information, advice and education for young people on their rights and responsibilities and the issues which affect their lives, and so enable them to make informed decisions and choices.</li> </ul> <p><b>Services to Schools</b></p> <p>We offer personalised programmes and small group work to help pupils improve:</p> <ul style="list-style-type: none"> <li>➤ Achievement</li> <li>➤ Attendance</li> <li>➤ Behaviour</li> </ul> <p><b>Note:</b> <i>Due to Central Government budget reductions and the subsequent CYPs and Corporate reviews, the services currently available above may be subject to change details of which will be published when known.</i></p>		

**Youth Service**  
**New structure chart**  
 31 March 2011

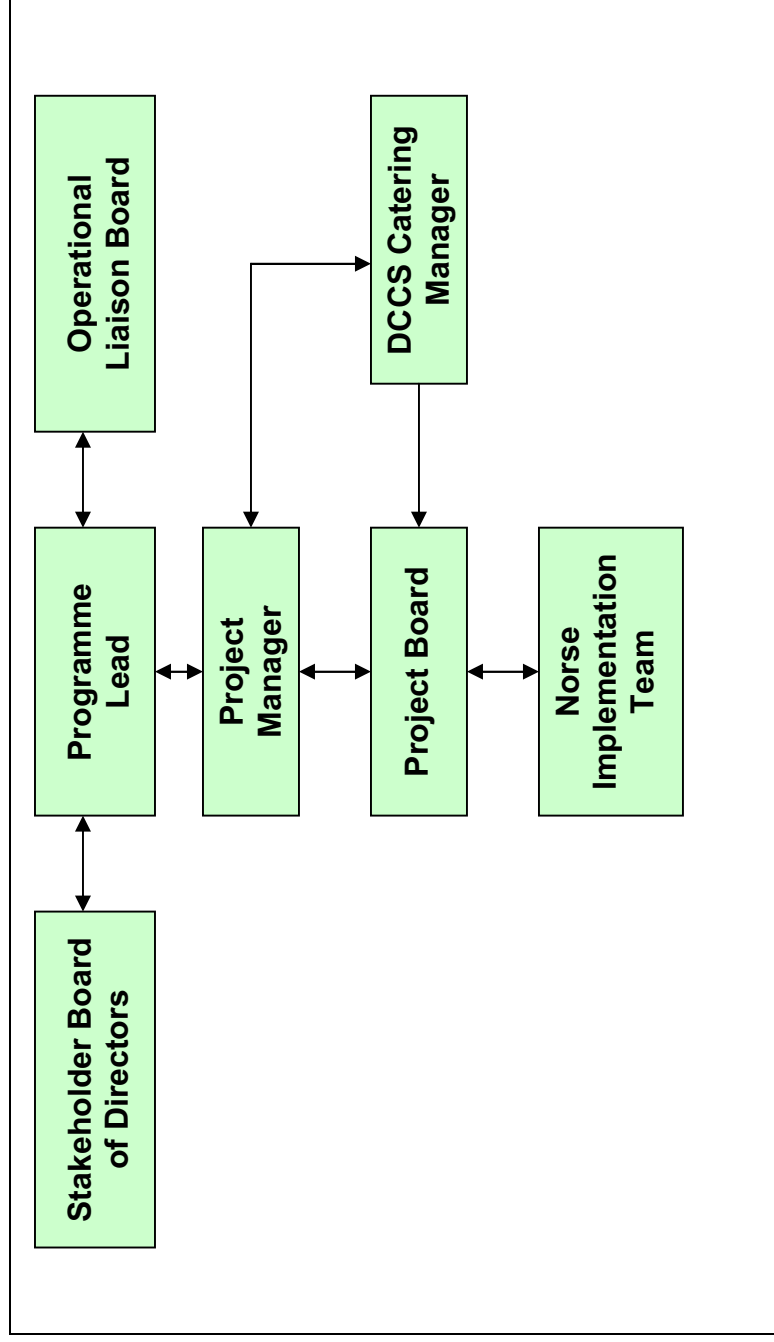


	All Posts within this area will work in a matrix approach across the locality settings and across the Youth Service system
North	North Devon and Torridge
East	East Devon and part of Mid-Devon
South	Dawlish to Kingsbridge, including Ivybridge and Bovey Tracey
West	Exeter to Tavistock, including Mortonhampstead

<b>List of Staff and Role/Contact Details [Alphabetical Order]</b>			
<b>Name</b>	<b>Role</b>	<b>Telephone No.</b>	<b>Email</b>
Dillon Hughes	Strategic lead	01392 383517	dillon.hughes@devon.gov.uk
Kevin Henman	Service Delivery Manager	01392 662110	kevin.henman@devon.gov.uk
John Calvert	Service Development Manager	01392 380265	john.calvert@devon.gov.uk

## 2.3 Devon Catering and Cleaning Service [DCCS]

<b>Name of Specialist Service Area</b>	<b>DEVON CATERING AND CLEANING SERVICE</b>	
<b>Location</b>	<b>Programme Lead – Ray Beale County Hall - Room 131</b>	
<b>Contact Details</b>	<b>Tel: 01392 382860</b>	<b>Email: ray.beale@devon.gov.uk</b>
<b>Key Functions/Description of Service</b>		
<p>You will be aware the agreement to establish a Joint Venture Company (JVC) was predicated on Members being satisfied that a number of financial and pensions issues were resolved to the satisfaction of the County Solicitor.</p> <p>On Monday 23rd May, following sign off by the Leader and Cabinet Lead, the Articles of Agreement were duly signed, establishing a new company, Devon Nourse Limited in which the Authority holds a 20% stake. On 1st June, 2011, caretaking, cleaning and a number of support staff were TUPE'd to the new company which established new offices in Exeter. <b>New contact details are shown below.</b></p> <p>Catering is programmed to transfer on 1st September 2011.</p> <p><b>The main activities for the catering transfer from June 2011 will be:</b></p> <ul style="list-style-type: none"> <li>*to advise schools who have agreed to buy back into the schools catering service the process relating to cost plus</li> <li>*consult with staff and their representatives about the implications of transferring to a JVC</li> <li>*Identify assets and develop process by which these can be transferred</li> <li>*review and recommend structures to reflect the needs of the organisation taking account of turnover</li> <li>*develop and oversee mobilisation plans</li> <li>*development and maintain communication strategies</li> <li>*develop and maintain risk matrix and programme plans</li> </ul> <p><b>All of these form part of the function of the Project Board <a href="http://www.devonschoolmeals.info">www.devonschoolmeals.info</a></b></p> <p>The Council's broad aspirations for this venture are improving outcomes for children and young people, parents and carers, and securing value for money and sustainability.</p>		
<b>Structure Diagram</b>		



### Catering

DCCS have operated the school meals service within Devon schools since 1988. Over that period we have built up a wealth of experience and expertise in all aspects of the catering operation within Devon schools. DCCS offer a professional advice and support service for those schools within Devon that have chosen to operate their own school meals service. The advice and support available ensures that the catering service represents the very best value that can be achieved from the operation. The service offers support and advice to both the Headteacher and the on site catering staff in all aspects of the provision of a schools meals service, from advice and support through the recruitment process, support in dealing with operational issues as they arise including Health & safety, advice and support in nutritional standards together with the provision of a range of training courses available to catering staff. Within the Catering Advisory Service, three levels of service are available, details of these are available at: <http://www.devon.gov.uk/prtf11-3-devon-catering-cleaning-services.pdf>

Devon Catering Services can also provide function catering to public sector bodies, including the Health Service, Police and Magistrates Courts, Borough, District and County Councils (including Schools).

Whether you require a business lunch for five people or a garden party for one thousand guests - all the creative talent, organisational abilities and presentation skills of the DCCS Function Catering Team is at your disposal.

We can design menus to suit any budget, so you can entertain your clients or guests safe in the knowledge that DCCS will operate in an unobtrusive and professional manner, strictly observing the refinements of etiquette that your occasion demands.

View a sample of our lunchtime [function menus](#) which can be ordered online, or we can tailor a menu to suit your requirements.

If you have a general enquiry about our Function Catering Service or would like to discuss your specific function requirements please telephone Fran Perry on (01392) 384363 or email [functions@dcevon.gov.uk](mailto:functions@dcevon.gov.uk)

### **The Devon Norse Cleaning Advisory Service**

offers a full and comprehensive year-round package to ensure standards and compliance with all legal matters, including a full site inspection and appropriate reports; advice and assistance with the appointment and training of caretakers and staff; equipment and many other aspects of health and safety issues.

All the services detailed above are available on a pay as you go basis. We also offer portable appliance testing (PAT) and a cleaning machinery and equipment repair service on a pay as you go basis.

For more detail please visit <http://www.devon.gov.uk/prtf11-3-devon-catering-cleaning-services.pdf> .

Please find below various contact numbers that you may find useful:

<b>Devon Catering Service</b> <b>Falcon Road</b> <b>Sowton Industrial Estate</b> <b>Exeter</b> <b>EX2 7LB</b>			
		<b>OFFICE</b>	<b>MOBILE</b>
<b>Customer Service</b>	Helpdesk	0845-1551015	
<b>Exeter Office</b>	General	01392 384877	
<b>Barnstaple Office</b>	General	01271 388466	
<b>FAX</b>	01392 444262		
<b>Yeomans Lesley</b>	Operations Manager, Catering	01392 384813	07721 302947
<b>Hancock Sue</b>	District Catering Manager Area 1	01271 388464	07979 903374
<b>Wiggins Sandra</b>	District Catering Manager Area 2	01271 388464	07789 924212
<b>Butler Rosemary</b>	District Catering Manager Area 3	01271 388464	07909 703577
<b>Horton Beverley</b>	District Catering Manager Area 4	01392 384887	07899 651801
<b>Gould Jude</b>	District Catering Manager Area 5	01392 384823	07789 876048
<b>Wood Dawn</b>	District Catering Manager Area 6	01392 384887	07867 650415
<b>Sherrell Barbara</b>	District Catering Manager Area 7	01392 384359	07899 658637
<b>White Pam</b>	District Catering Manager Area 8	01392 384823	07909 688441

<b>Alford Stephan</b>	District Catering Manager Area 9	01392 384887	07789 032965
<b>Barnstaple Office</b>	Catering Enquires	01271 388464	

<b>DCCS Function Catering</b>			
<b>Perry Fran</b>	Functions Manager	01392 384826	07775 818989

<b>School Crossing Patrol</b>			
<b>Webber Rod</b>	School Crossing Patrol Admin. Assistant	01392 382247	07771-943868
<b>Eagles Andrew</b>	School Crossing Patrol Manager	01392 384825	07967 327267
<b>Batt Brian</b>	School Crossing Patrol Supervisor North		07970 736814

<b>Free School Meals</b>			
<b>Fayter Matthew</b>	Senior Financial Services Support Officer	01392 384821	
<b>Williams Steve</b>	Finance Manager	01392 384802	

**Devon Norse Cleaning and Caretaking**  
**3 Capital Court**  
**Sowton**  
**EX2 8LW**

<b>Customer Service</b>	General/ Helpdesk	01392 351160	
<b>Jones Steve</b>	Cleaning and Caretaking Operations Manager	01392 351161	07825531453
<b>Wrey Lance</b>	Cleaning and Caretaking Deputy Operations Manager ( based in North)	01392 351171	07825546559
<b>Aspinall Martin</b>	Area Supervisor South and West	01392 351163	07825546433
<b>Brock Mike</b>	Area Supervisor South & West	01392 351163	
<b>Simister Dave</b>	Area Supervisor South and West	01392351173	07825546338
<b>Brown Tom</b>	Area Supervisor North and Mid Devon		07825552080
<b>Goatcher Gavin</b>	Area Supervisor North and Mid Devon		07825552070
<b>Rowbotham Nigel</b>	Area Supervisor Exeter & East	01392 351162	07825532445
<b>Seward Alan</b>	Area Supervisor Cleaning Exeter & East	01392 351162	07825532853

<b>MacGowan</b> Sandra	Cleaning Contract Manager Exeter & East	01392 351162	07825531560
<b>Pearce Roger</b>	Cleaning Contract Manager North		07825546772
<b>Dutton Graham</b>	Cleaning Contract Manager South and West	01392 351163	07825531613
<b>Barnstaple Office</b>	Cleaning	01271 388465	

# DEVON CATERING SERVICES STRUCTURE 2011

