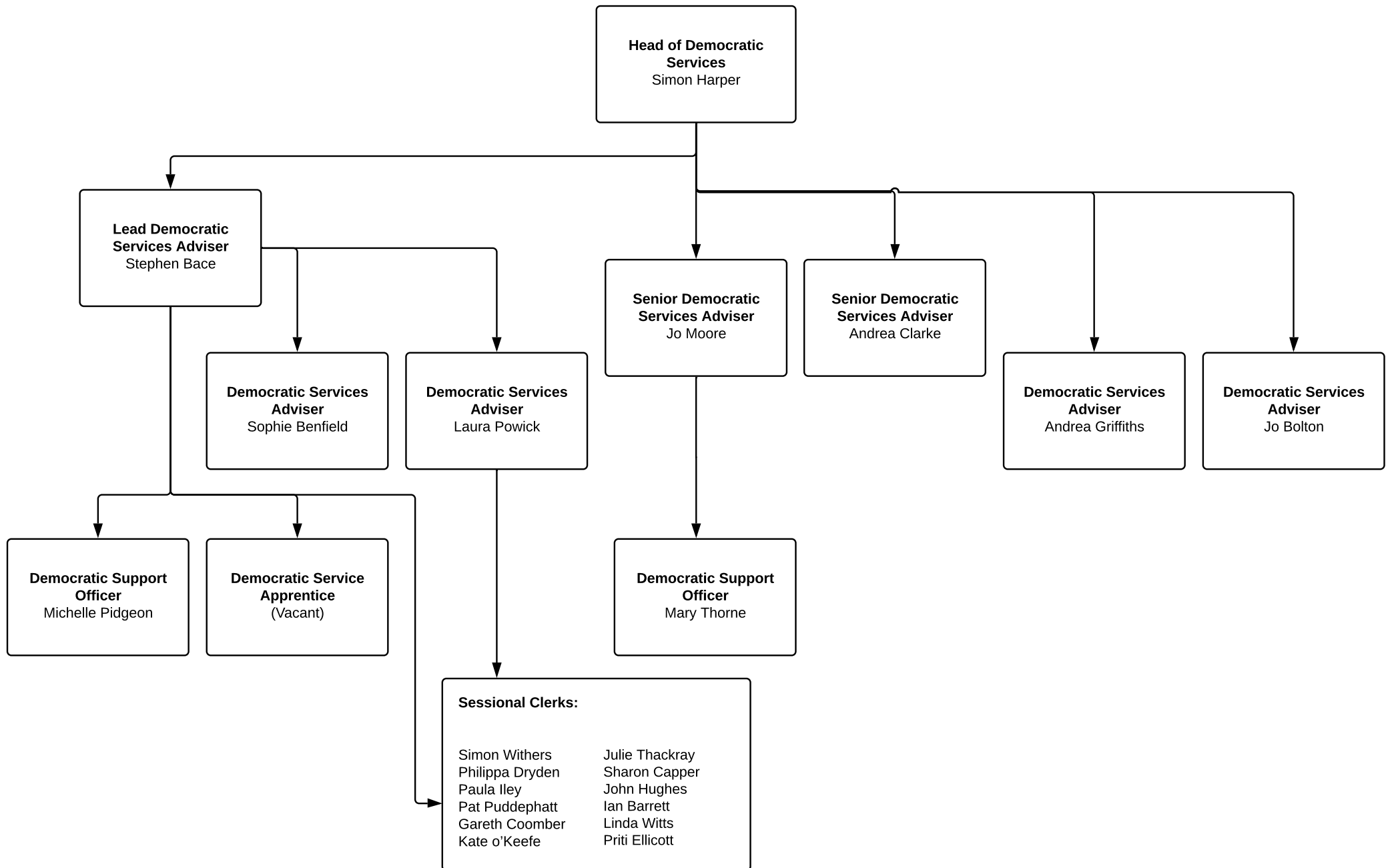


Democratic Services Staffing Structure – October 2020



Democratic Services Roles and Responsibilities

Name	Job Title and Responsibilities	Contact details
Simon Harper	<p>Head of Democratic Services</p> <ul style="list-style-type: none"> •Deputy Monitoring Officer •Statutory Scrutiny Officer •Full Council support •Leadership Gloucestershire support •Modern Slavery •Head of Safety, Health and Environment •Independent Remuneration Panel support •Elections •Member Development 	<p>simon.harper@gloucestershire.gov.uk</p> <p>01452 324202</p>
Stephen Bace	<p>Lead Democratic Services Adviser</p> <ul style="list-style-type: none"> •Deputy Head of Democratic Services •Cabinet support (incl. meeting support, decisions and Cab/CLT) •Full Council support (Notes and technology) •Webcasting support •School Appeals, Exclusions and Traded Service •Corporate Overview and Scrutiny Committee support •Scrutiny Task Group and Cabinet Panel support •Modern.gov administrator 	<p>stephen.bace@gloucestershire.gov.uk</p> <p>01452 324204</p>
Andrea Clarke	<p>Senior Democratic Services Adviser</p> <ul style="list-style-type: none"> •Children and Families Scrutiny Committee support •Health and Wellbeing Board support •Police and Crime Panel support •Scrutiny Task Group and Cabinet Panel support •Full Council support (notes) 	<p>andrea.clarke@gloucestershire.gov.uk</p> <p>01452 324203</p>

Name	Job Title and Responsibilities	Contact details
Jo Moore	Senior Democratic Services Adviser <ul style="list-style-type: none"> • Health Overview and Scrutiny Committee support • Adult Social Care and Communities Scrutiny Committee support • Scrutiny Task Group and Cabinet Panel support • Gloucestershire Lieutenancy coordination and support 	jo.moore@gloucestershire.gov.uk 01452 324196
Sophie Benfield	Democratic Services Adviser <ul style="list-style-type: none"> • Environment Scrutiny Committee support • Gloucestershire Economic Growth Scrutiny Committee support • Constitution Committee support • Appointments Committee support • Cabinet support (incl. decisions) • Scrutiny Task Group and Cabinet Panel support • School Appeals and Exclusions 	sophie.benfield@gloucestershire.gov.uk 01452 324094
Jo Bolton	Democratic Services Adviser <ul style="list-style-type: none"> • Commons and Rights of Way Committee support • Traffic Regulation Committee support • Schools Forum support • Home to School Transport appeals 	jo.bolton@gloucestershire.gov.uk 01452 324197
Andrea Griffiths	Democratic Services Adviser <ul style="list-style-type: none"> • Planning Committee support • Audit and Governance Committee support • Pension Committee and Board support • Home to School Transport appeals 	andrea.griffiths@gloucestershire.gov.uk 01452 324206

Name	Job Title and Responsibilities	Contact details
Laura Powick	Democratic Services Adviser <ul style="list-style-type: none"> • Gloucestershire Economic Growth Joint Committee support • Cabinet support (incl. decisions and Cab/CLT) • Scrutiny Task Group and Cabinet Panel support • School Appeals and Exclusions • Full Council support (notes and actions) • Member Development 	laura.powick@gloucestershire.gov.uk 01452 324205
Michelle Pidgeon	Democratic Support Officer <ul style="list-style-type: none"> • Chair and Vice-Chair of Council support • School appeals • Members expenses and Register of Interests 	michelle.pidgeon@gloucestershire.gov.uk 01452 324201
Mary Thorne	Democratic Support Officer <ul style="list-style-type: none"> • Gloucestershire Lieutenancy support • School appeals • Members expenses 	mary.thorne@gloucestershire.gov.uk 01452 324221