

Chief Officers



Dawn Roberts

Chief Executive



**Gillian
Brydson**

Director Skills, Education and Learning



**Lorna
Meahan**

Director Economy and Resources



**Derek
Crichton**

Director Communities



**Stephen
Morgan**

Interim Chief Social Work Officer



**Jim
Brown**

Head of Education - Quality and Curriculum



**Michael
Shepley**

Head of People and Transformation



**Vlad
Valiente**

Head of Governance and Assurance



**John
Thin**

Head of Education - Learning and Resources



**Steve
Rogers**

Head of Economy and Development



**Steven
Herriott**

Head of Roads and Infrastructure



**Jim
Doig**

Assessor and Electoral Registration Officer



**Harry
Hay**

Head of Neighbourhood Services



**Paul
Garrett**

Head of Finance and Procurement



**Richard
Grieveson**

Head of Community Services

Economy and Resources



Lorna Meahan

Director
Economy and Resources



Mike Shepley

Head of People and Transformation

- Transformation Programme
- Performance Management and Reporting;
- Improvement and Customer Excellence;
- Digital Service
- IT
- Contact Centre
- Policy and Communications
- Human Resources
- Health and Safety
- Organisational Development
- Pension Scheme Administration
- Administrative and Business Support Services



Stewart Clanachan

Human Resources Manager

- Pensions Administration
- HR Policy and Practice
- Trades Union Liaison
- Recognition and Awards
- Health and Safety



James McDowall

Organisational Development Manager

- Workforce Transition
- Staff Development
- Workforce Planning and Strategy
- Staff Engagement
- OD Framework
- L&D Framework



Heather Carnochan

Business Intelligence Manager

- Performance Management Framework
- Performance Reporting
- Policy
- Transformation
- Improvement and Change
- Policy and Advice
- NFI
- Contact Centre
- Knowledge Management



David Sawyer

Marketing and Communications Manager

- Communications
- Website
- Social Media
- Media/Press
- Graphic design
- Digital design
- Video
- Photography



Graeme McIlorum

Senior Manager Business Solutions

- Networks
- Telephony
- PCs/Mobiles
- Cyber Security
- Business Systems
- IT Capital and Revenue



Jon Stockwell

Technology Services Manager

- IT infrastructure
- Fixed and Mobile Telephony
- PC/Tablet Devices
- Cyber Security Network
- Cloud



James Pocock

Business Solutions Manager

- Key Corporate Systems Support and Development
- GIS
- Digital Connectivity



Anne Sweetin

Business Support Manager

- General Administrative support arrangements – cross Council



Steve Rogers

Head of Economy and Development

- Economic Development, including:
- Skills and Employability
 - Business and Enterprise and Environment
 - Development Management
 - Planning
 - Building Standards
 - Property, Estates and Construction Programme Management
 - Facilities Management
 - Strategic Housing Investment



David Suttie

Planning and Development Manager

- Planning policy and guidance
- Local development plan
- Development Management
- Building standards
- Strategic Housing Investment Programme
- Local Housing Strategy
- Town Centre Living Fund



Alan Mawson

Facilities Manager

- Catering
- School meals
- Cleaning
- Facilities Services
- Civic Hospitality
- Central Stores
- Logistics
- Printing
- PAT testing
- Leisure caravan and Camp Sites
- Property and facilities helpdesk
- Repairs services



Paul McCulloch

Property, Estates and Programmes Manager

- Construction Programme management office
- Building Safety
- Estate management
- Asset Management planning
- Repairs and servicing
- Building maintenance
- Clerks of Works
- Building surveying
- Energy and carbon management



Simon Fieldhouse

Environment Manager

- Countryside and Access
- Core Paths
- ED Strategic Projects development and client role
- Town centre regeneration
- External funding bid



Stuart McMillan

Strategic Economic Investment Manager

- Economic Development project development and delivery
- Borderlands Inclusive Growth Deal
- Regional Economic Strategy projects
- Place and town centre regeneration
- External capital funding bids



Lynne Burgess

Employability Skills and Partnership Manager

- Employability programmes
- Employability and skills partnerships
- Management of ESF and other funding streams



Jim Doig

Assessor and Electoral Registration Officer

- Non-Domestic Rating
- Council Tax Valuation
- Electoral Registration



Alex Clark

Depute Assessor and ERO



Robert Neville

Principal Valuer and Assistant ERO



Aileen Woods

Principal Valuer

Non-Domestic Rating

- Functions:
- Valuation of new and altered NDR subjects
- Survey and inspection of all NDR alterations
- Shared Service with the Scottish Assessors Association
- Maintenance of the Valuation Roll
- Rental and cost analysis
- 3 Yearly Revaluations from 2022
- Proposals and Appeals to Local Valuation Appeal Committee, Court of Session and Lands Tribunal

Council Tax Valuation

- Valuation and Banding of new domestic properties
- Re-banding of properties upon sale
- Splits, Mergers and deletions
- Proposals to alter the Valuation List
- Appeals to Local Valuation Appeal Committee
- Maintenance of the Council Tax Valuation List
- CAG Maintenance
- All domestic alterations

Electoral Registration

- Maintenance of the Electoral Register
- Annual Revision of Register
- Monthly Updates of Register
- Annual Canvass
- Household Enquiry Forms
- Invitations to Register
- Data Matching and Verification
- Maintain Absent Voters List (Postal/Proxy and Postal Proxy)
- Election Registers and Lists
- Poll Cards
- Appeals and Registration Reviews
- Postal Vote Identifier Refresh
- Special Category Electors
- Boundary Reviews



Paul Garrett

Head of Finance and Procurement (S95 Officer)

- Section 95 Officer; Finance and Accounting; Financial Strategy; Borrowing; Treasury Management; Pension Fund; Procurement; Commissioning; Financial Transactions; Payroll and Employment; Capital Investment



Gillian Ross

Finance and Accounting Manager (Depute s95 Officer)

- Financial strategy
- Budget Development Process
- Financial Monitoring
- Statutory Accounts and Financial returns
- Financial Support and Advice to Services
- Council Financial Management and Control Framework



Karen Scott

Procurement and Commissioning Manager

- Procurement Policies and Strategies
- Procurement Advice and Support to Services
- Regulated and Collaborative Procurement Activity
- Contract and Supplier Management Strategy
- Sustainable Procurement
- Commissioning



Karen Donaldson

Treasury and Capital Manager

- Capital Strategy
- Capital Investment Planning and Monitoring
- Insurance Programme
- Pension Fund Investment Management
- Treasury Management, Investment and Borrowing
- Departmental Business Support
- Taxation/VAT Advice



Lindsay Wilson

Financial Transactions Manager

- Payroll for All Council Staff
- Staff Advertising and Recruitment
- Statutory Employment Returns, incl HMRC
- Ordering and Payments to Suppliers
- Sales/Service Billing and Payment management
- Debt Recovery

Other Posts Reporting to the Director



Eddie Whitefield

Directorate Business Manager

- Business Management and Support arrangements
- Resource Planning support
- Financial Planning and Monitoring
- Workforce Development
- Business Administration
- Directorate Procurement
- ICT strategy
- Business Continuity
- Health and Safety
- Property and Capital Programme planning

Education and Learning



Gillian Brydson

Director
Skills, Education and Learning



Jim Brown

Head of Education
(Quality and Curriculum) and
Chief Education Officer

- Delivery of Chief Education Officer responsibilities
- Lead on evaluation/ improvement of educational delivery and outcomes
- Lead on curriculum approaches
- Oversight of Supporting Learners
- Chair of Children’s Services Partnership
- Chair of Young Persons Guarantee Partnership
- Oversight of Quality Assurance
- Linkage with Education Scotland
- UNCRC Implementation Lead



Hew Smith

Integration and
Inclusion Manager

- Additional Support Needs:
 - Resourced Provision
 - Primary and Secondary Inclusion
 - Specialist Services – Visual and Hearing Impairment
 - English as an Additional Language
 - Learning Assistants
 - ASL Teachers (Primary)
 - Gypsy Travellers
 - Attendance
 - Autism Outreach
- GiRFEC in Schools
- Safeguarding in Schools
- Trauma Champion



Linda Biggar

Principal
Educational Psychologist

- Strategic and Operational Management of Educational Psychology Service
- Strategic Management of Educational Visitor Service
- Education Lead for Mental Health in Schools School Counselling Service
- Looked After Children (LAC) Education Group member
- School placements from other Education Authorities
- Private Day placements
- Residential Education Provision
- Adoption/permanence panel
- Deferrals /repeat years/early entry processes
- Framework for Inclusion Relationship and Rights workstream lead
- Authority Contact for Research in Education Requests



Karen-Anne Bryden

Quality Improvement Manager

- Inclusion Strategy (Framework for Inclusion) Equity
- HT Leadership / Building Capacity
- Scottish Equity Fund (SEF)(Delivery model)
- Curriculum & School Improvement (Lead for Equity)
- Equity for All Learners (Attendance/ Exclusions/Targeted Groups (Most deprived/ young carers/care experienced/ASN)) (School Allocation)
- Attainment over Time (School Allocation)
- Raising Attainment – Cycle of Improvement (School Allocation)



Alison Chambers

Quality Improvement Manager

- Raising Attainment Strategy – Excellence
- HT Leadership/Building Capacity
- Youth Partnership Guarantee (YPG)
- (Employability; Development of Young Workforce (DYW); College; FE; Positive Destinations)
- Curriculum & School Improvement (Lead for Excellence)
- Equity for all Learners (Attendance/ Exclusions/Targeted Groups (Most deprived/ young carers/care experienced/ASN)) (School Allocation)
- Attainment over Time (School Allocation)
- Raising Attainment – Cycle of Improvement (School Allocation)
- Attainment (Attainment data for all schools, annual and over time – Gwyneth Fairbairn)
- Stakeholders influencing practice (Vanessa Morris)



Darren Little

Children’s Services Manager

- Children’s Services Plan Lead Officer
- GiRFEC Lead Officer
- Children’s Services Strategic and Planning Partnership Lead Officer



John Thin

Head of Education
(Learning and Resources)

- School Operations and Resources
- Strategic Asset Planning and liaison with partner Council services
- School Staffing
- School Budgets
- School Buildings
- School Administration
- Teacher Professional Practice
- Workforce Planning & Professional Learning
- Pupil Management Information
- Health and Safety
- School Infrastructure



Larann Foss

Schools’ Manager
Property

- Dumfries Learning Town 2 (client lead)
 - Dumfries High School
 - Dumfries Academy and Loreburn Primary
- Learning Estate
 - Capital investment strategy
 - Asset class project investment delivery
 - Capacity and geographic change management
- School Estate Transformation
 - Data analysis and engagement
 - Scenario modelling
 - Sustainability
 - Delivery planning



Rodger Hill

Schools’ Manager
People

- Staffing in schools
- Recruitment processes and procedures
- Local Negotiating Committee for Teachers (LNCT) lead
- Professional leadership in schools



Annie Johnson

Education and Learning
Workforce Manager

- Non-curricular Health & Wellbeing
- Covid Recovery lead
- Staff training and development
- Partner Services



Susan Martin

Strategic Planning and Business
Development Manager

- Service Finance including Devolved School Management Scheme
- Service Procurement Overview
- ICT/ digital in schools
- Strategic planning lead
- Management Information Systems
- Central and School Support functions
- Administrative systems

Social Work

			Stephen Morgan		
			Interim Chief Social Work Officer		

	Rebecca Aldridge
	Social Work Services Senior Operational Manager
<ul style="list-style-type: none">Customer requirements in design and delivery of Social Work ServicesEffective and efficient delivery of Social Work ServicesPartnership with NHSMental health servicesPerformance & qualityCare Home SupportQuality Assurance Functions	
Catherine Knipe	
Locality Social Work Manager Criminal Justice	
<ul style="list-style-type: none">Criminal Justice ServicesCommunity PaybackUnpaid WorkProgramme DeliveryQuality and AssuranceViolence Against Women and GirlsMAPPA	
Gail Guest	
Locality Social Work Manager Criminal Justice	
<ul style="list-style-type: none">Criminal Justice ServicesCommunity PaybackDiversion from ProsecutionCourt Services (inc. Bail & Structured Deferred Sentences)MAPPACommunity SupervisionPrison & Throughcare	
Barbara Aitken	
Adult Care Lead Health & Social Care Partnership	
Caroline Ronaldson	
Adult Care Lead Manager	
<ul style="list-style-type: none">Mental Health OfficersOut of Hours ServiceAdult Multi Agency Safeguarding Hub	
Kim McCall	
Social Work Manager Care Home Assurance	
<ul style="list-style-type: none">Care Home AssuranceConsult and Engage with Stakeholders to develop services.	
Amanda Stevenson	
Team Manager Adult Services	
<ul style="list-style-type: none">Single Access PointCare Call	
Trish Neagle	
Improvement and Quality Manager	
Gillian Grieveson	
Performance and Quality Manager	

	Alison Penman
	Interim Senior Manager Children and Families
<ul style="list-style-type: none">Children’s ServicesChild ProtectionLooked After and Accommodated ChildrenChildren in needChildren with DisabilitiesYouth JusticeFamily SupportFostering and AdoptionKinship careChildren’s HouseCorporate parenting	
Kath Priest	
Interim Locality Manager East	
<ul style="list-style-type: none">Looked After and Accommodated ChildrenChildren in needChild Protection.Youth JusticeChildren with DisabilitiesMulti Agency Safeguarding Hub	
Sarah McGarva	
Locality Manager West	
<ul style="list-style-type: none">Looked After and Accommodated ChildrenChildren in needChild ProtectionFamily Support Services	
Leanne Young	
Locality Manager Centralised Services	
<ul style="list-style-type: none">Fostering/Adoption/KinshipChildren’s HousesChairing & ReviewingContract & CommissioningLeaving Care/Supported Lodgings	
Avril Dickie	
Strategic Planning and Development	

	Gordon Pattinson
	Public Protection Manager
<ul style="list-style-type: none">Public ProtectionChild ProtectionViolence Against Women and GirlsAdult Support & ProtectionSCR / Learning ReviewsCommunity JusticeAlcohol and Drugs PartnershipMAPPA	
Vikki Binnie	
Community Justice Partnership Manager	
<ul style="list-style-type: none">Community JusticeViolence Against Women and GirlsADP	
Clare Cowan	
Lead Officer Public Protection (Child Protection)	
<ul style="list-style-type: none">Public Protection PartnershipPolicies and Procedures	
Sandie Donald	
Lead Officer Public Protection (Adult Support and Protection)	
<ul style="list-style-type: none">Public Protection PartnershipCommunication and Service User Engagement	
Rebecca Watson	
Performance and Assurance Lead: Public Protection	
<ul style="list-style-type: none">ASP ScrutinyCP ScrutinyViolence Against Women and Girls Scrutiny	

	Sean Barrett
	Finance and Information Manager
<ul style="list-style-type: none">Resource PlanningAnalysis of Activity DataSpend AnalysisFinancial ModellingVFMIncome MaximisationBudgetary ControlSupport to Budget HoldersFinance Client FunctionCompletion of Scottish Government ReturnsMosaic DevelopmentSourcing of CareCommitment AccountingProvider SustainabilityIndividual Care Budget Awards and monitoring	

Communities



Serena Dunlop


Communities Business Manager

- Performance Management
- Procurement
- Digital and ICT
- Communications
- Financial Planning and Monitoring
- Workforce Development
- Risk Management
- Business Continuity
- Health and Safety
- Property
- Quality Assurance and Improvement
- Information Management



Derek Crichton

Director
Communities



Donna Allardice

Communities Model
Development Manager

- Development of the Communities Model across the Directorate
- Transformation



Vlad Valiente

Head of Service
Governance and Assurance

- Democratic Services
- Internal Audit
- Legal Services
- Licensing Services
- Community Protection
- Resilience and Community Safety



Jackie Holland

Governance and Assurance
Manager (Temporary)

- Finance, Procurement and Transformation Review Actions
- Governance and Assurance Infrastructure Review Lead
- Elected Member Induction



Nick Evans

Democratic Services Manager

- Information Governance
- Governance
- Elections Management
- Licensing
- Gambling



Vacant

Internal Audit Manager

- Internal Audit
- Risk Management Support



Vacant

Legal Services Manager

- Provision of all legal services



Sandra Harkness

Community Protection Manager

- Trading Standards
- Environmental Health



Martin Ogilvie

Resilience and Community
Safety Manager

- Resilience
- Shared Health Resilience Service
- HMO Licensing and Private Landlord Registration
- Community Safety



Steven Herriott

Head of Service
Roads and Infrastructure

- Roads Services
- Engineering Design Services



Vacant

Roads Service Manager

- Roads Maintenance and Network Management
- Planning/Construction Consents
- Traffic Orders
- Signals and Roads Lighting
- Road Safety
- Active Travel
- Speed Limits
- Parking
- Winter/Adverse Weather Service
- Public Realm Capital Programme Management
- Infrastructure Asset Management
- Street and Property Gazetteers



Duncan McDonald

Engineering Design Manager

- Infrastructure Design
- Major/Strategic Projects Management
- Structural Inspections
- Bridge Management and Maintenance
- Contract Management
- Topographical Surveys
- H&S Construction Design and Management Advice



Stewart Cameron

Roads and Infrastructure
Business Manager

- Performance Management
- Procurement
- Digital and ICT
- Communications
- Financial Planning and Monitoring
- Workforce Development
- Risk Management
- Business Continuity
- Health and Safety
- Property
- Quality Assurance and Improvement
- Information Management



Harry Hay

Head of Service
Neighbourhood Services

- Customer Services
- Financial Wellbeing and Revenues
- Wellbeing, Culture and Events
- Transport and Operations
- Transportation
- Waste and Environment Services
- Streetscene and Community Assets



Ailsa Freeman

Customer Services Manager

- Registration of Births, Deaths and Marriages
- Heritage Service (Archives and Local Studies)
- Libraries
- Customer Service Centres



Lorna Campbell

Financial Wellbeing and
Revenues Manager

- Revenues and Benefits (including Council Tax and NDR collection, Housing Benefit, Council Tax reduction, Scottish Welfare Fund, Self Isolation Support Grants)
- Housing Options and Homeless
- Financial Inclusion/Advice (Care at home financial assessments, Free School Meals)



Lee Seton

Leisure, Culture and
Wellbeing Manager

- Leisure Facilities
- Active Communities
- Community Sports Hubs
- Link officer to DG Health & Wellbeing (Public Health)
- Sport and Physical Activity Strategy
- Museums and Galleries
- Support for arts and cultural organisations
- Regional Arts Hub
- Cultural Strategy
- Major Festivals and Events
- Major Festival and Events Strategy



Gordon Bryce

Transport and Operations
Manager*

- Fleet management
- Vehicle and Plant Workshops
- Authorised MOT Bays
- Electric Vehicle Charging Public Infrastructure
- Workplace EV charging infrastructure
- Transport Asset Class Management
- Radio Maintenance
- Towns CCTV strategy and maintenance
- Corporate pool cars
- External fleet maintenance



Douglas Kirkpatrick

Transportation Manager*

- SWestrans
- Passenger Transportation
- Regional Travel Strategy
- Active Travel Strategy
- DGC Buses
- Courier Service
- Taxicard
- School Transport



Karen Brownlie

Senior Community
Assets Manager

Community Assets Managers

- Grounds Maintenance
- Parks, Playparks and Open Spaces
- Burials/Burial Grounds
- Street Cleansing and Litter
- Public Toilets
- Allotments
- Community Buildings
- School Crossing Patrols



James McLeod

Infrastructure Manager*

- Waste Collection, Recycling, Treatment and Disposal
- Waste Management Strategy
- Waste Mechanical Biological Treatment Plant
- Household Waste Recycling Centres
- Zero Waste Parks/Transfer Stations
- Local Flood Risk Management Plan/ Programme/Projects
- Harbours and Marinas



Richard Grieseson

Head of Service
Community Services

- Community Development and Empowerment
- Community Engagement
- Community Planning
- Ward Working (See Ward Map)
- Lifelong Learning
- Poverty and Inequalities
- Youth Services
- Civic Affairs
- Cost of Living
- Resettlement



Liz Manson

Community Planning and
Engagement Manager

- Community Participation and Engagement (including Community Councils)
- Cost of Living
- Resettlement
- Project Support
- Civic Affairs



Kirsty Peden

Community Engagement Manager

- Resettlement Schemes for Syrians, Afghans and Ukrainians



Stephen Jack

Lifelong Learning Manager

- Adult Learning
- Community Learning and Development
- Family Learning
- Coach Education



Mark Molloy

Youth Services Manager

- Youth Work
- Youth Issues
- Youth Democracy
- Duke of Edinburgh Awards Scheme
- Equality and diversity
- Poverty and Inequalities



Jamie Ferguson

Community Development and
Empowerment Manager

- Community Asset Transfers
- Participatory Budgeting
- Participation Requests
- Place Planning
- Volunteering



Ward manager

Ingrid Gemmell

At local level

- Community Development and Empowerment,
- Community Participation and Engagement
- Community Planning



Ward manager

Fiona Daubney

At local level

- Community Development and Empowerment,
- Community Participation and Engagement
- Community Planning



Ward manager

Stuart Hamilton

At local level

- Community Development and Empowerment,
- Community Participation and Engagement
- Community Planning