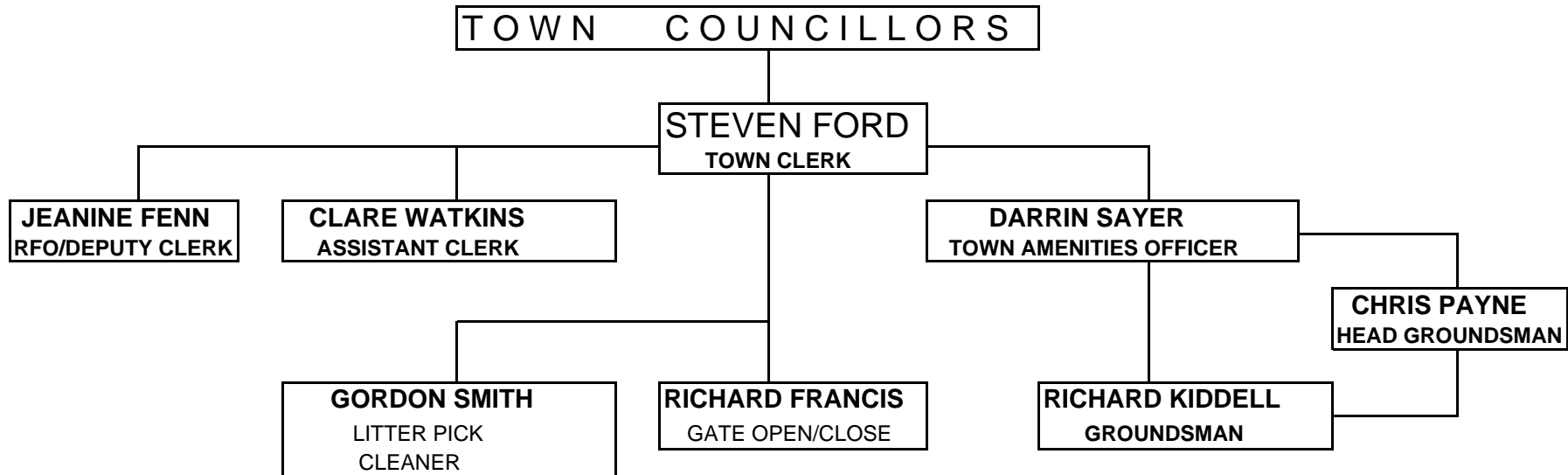


REPORTING STRUCTURE FOR THORPE ST ANDREW TOWN COUNCIL



Steven Ford is the only employee on a graded salary LC3
There are currently no vacant posts
We have no Councillors claiming allowances or expenses

BASICS OF MANAGEMENT REQUIRE:

Proper supervision of staff at all levels

Effective channels of communication - upwards, downwards, side to side so that policy is communicated to staff quickly, clearly and succinctly and feedback reaches the top quickly

A mechanism for keeping residents/authorities informed of matters which may affect them and for dealing promptly with complaints

A record of decisions taken and methods to implement decisions

Procedures for alerting management to problem areas and ensuring that any necessary changes to policy or procedures are made as soon as possible

Jeanine Fenn 01/12/09