

**ASHFIELD HOMES LTD**



# **ASHFIELD HOMES LIMITED**



## **Senior Management Team – Roles & Responsibilities**

## Interim Managing Director



**Steve Houlding**

### Job Purpose

To provide leadership and implement the policies, aims, objectives and values of the Company and to exercise day to day control and direction over all of the business of the Company and its employees.

## Company Solicitor and Secretary



**Mona Sachdeva**

To provide an efficient and effective legal service to the Company.  
To act as the Company Secretary and lead on issues relating to Company Governance.

To act as the Company Data Protection Officer and undertake the management and administration of the Freedom of Information Act and the Regulation of Investigatory Powers Act.

To utilise Company resources efficiently and effectively to maximise potential benefits for the community.

## Interim Company Accountant



**Roy Taylor**

### Job Purpose

To provide financial and management support to the Senior Management Team and the Board of Ashfield Homes Ltd. To manage the Company's Finance and Performance along with the Administration functions of the Company's Head Office.

## Human Resources and Development Manager



**Peter Wilmot**

### Job Purpose

Complete responsibility for the Employment Relations, Resourcing, Training and Development provision for Ashfield Homes Limited, monitoring of the corporate Health and Safety provision for the Company.

## Director of Operations

### **Job Purpose**

The Director of Operations is responsible for the effective management of all of the Company's customer services. The Director's range of authority encompasses the Department of Technical Services (including Major Works programmes, Planned, Cyclical, Estates and Reactive maintenance, and Corporate Procurement) and the Department of Housing Services (including Tenancy services, Supported Housing services, Lettings, Neighbourhood Safety, and Tenant Participation).

The diverse nature of the Director's remit means that he is also responsible for Corporate Health and Safety and Risk Management.

As a member of the Company's Executive and Senior Management Teams, the Director of Operations is also a key figure in determining the strategic direction of the Company.

## Assistant Director of Technical Services



**Paul Bingham**

### **Job Purpose**

The Assistant Director of Technical Services has operational responsibility for the effective management of the Company's Technical Services Department. The Assistant Director's range of authority encompasses Major Works programmes, Planned, Cyclical, Estates and Reactive maintenance.

Reporting directly to the Director of Operations, whilst dividing his time between the Head Office and Station Road Facility, the Assistant Director leads the Company's Technical Services Department, focusing specifically upon the delivery of a customer focused repairs and maintenance service.

As a member of the Company's Senior Management Team, the Assistant Director of Technical Services is a prominent figure in determining the operational direction of the Company.

## Assistant Director of Housing Services



**Kelly Scott**

### **Job Purpose**

The Assistant Director of Housing Services has operational responsibility for the effective administration of the Company's Housing Management Service and Performance. Reporting directly to the Director of Operations the Assistant Director leads the Company's Housing Management Service ensuring the provision of a high performing and customer focused service.

As a member of the Company's Senior Management Team, the Assistant Director of Housing Services is a prominent figure in determining the operational direction of the Company.

The Assistant Director's range of authority encompasses Lettings, Rent Collection, Tenancy Service, Anti Social behaviour and Supported Housing.



# Ashfield Homes Ltd



Some of the most frequently dialled telephone numbers for Ashfield Homes Ltd are shown below and these can be telephoned direct

**Head Office, Broadway, Brook Street, Sutton-in-Ashfield,  
Notts. NG17 1AL**

Opening times: Mon-Thurs 9.00 am to 5.00 pm  
Fri 9.00 am to 4.30 pm

Main Switchboard 01623 608888  
Fax 01623 608889  
Minicom 01623 608989  
Email: [ahlmail@ashfieldhomes.co.uk](mailto:ahlmail@ashfieldhomes.co.uk)  
Internet: [www.ashfieldhomes.co.uk](http://www.ashfieldhomes.co.uk)

**Human Resources**

Application Forms Only 01623 608891

**Housing Technical Services, Northern Depot  
Station Road, Sutton-in-Ashfield, Notts. NG17 5HB**

Repairs Reporting 01623 457999  
Modernisation Works 01623 608872  
[ahlrepairs@ashfieldhomes.co.uk](mailto:ahlrepairs@ashfieldhomes.co.uk)

**Emergency repairs (6pm-8am) 01623 457999**  
**Housing Services**

**Watnall Road, Hucknall, Nottingham NG15 7LA**

Reception 0115 9568713  
Fax 0115 9568725

**Brook Street, Sutton-in-Ashfield, Notts. NG17 1AL**

Reception 01623 608950  
Fax 01623 608955

**The Precinct, Kirkby-in-Ashfield, Nottingham NG17 7BE**

Reception 01623 608932  
Fax 01623 608934

**Life Line Services 01623 608990**  
**Anti-Social Behaviour Hotline 0800 952 0193**  
**Tenant Participation Hotline 0800 952 0198**

*"Delivering Excellent Housing Services"*

