

CK ADMINISTRATION.

Who Does What?

Whom Do I Contact?

Administration: Please do not ring or wander about. Make contact **by email** only.

Accounts/Cashiers: Graham Richardson – by email.

Archiving Queries/Requests: By email to Kirsten Dyson

Car Parking: Ellen Nightingale by email.

Complaints: Michael Thurston.

Duty Platform: Office Administrators or Ellen Nightingale by email.

Expenses & Overtime: Claims via Law Fusion. Queries to Ben Ashley by e-mail
In by 4th of the month.

ITStructure & Computers: Paul Morris – via IT Help Desk/email.

LawFusion & Microsoft: Michele Waddingham

Marketing/PR/Sales/Business Development: Ben Trott.

Medical Insurance: Ellen Nightingale by email.

Office Equipment (Photocopy, Print, Scan, stamps etc)
Office Administrators by email.

Personnel: Ellen Nightingale by email.

Photocopying Jobs: Office Administrators.

Property repairs & maintenance: Ellen Nightingale – by email.

Recruitment: Ellen Nightingale by email.

Stationery: Office Administrators by email.

Telephones: landlines& mobiles: Ellen Nightingale (first instance) by email.

Training: Victoria Rutherford – via email.

CK MANAGEMENT

1) **Managing Director:** Rupert Hawke.

The MD has responsibilities for:

- The overall operational side of the business.
- Delivering the required budgeted margins.
- Accounting functions including SAR compliance.
- CK Compliance Officer for Finance and Administration (COFA).

2) **Central ODs:**

Crime: Mark Hopwell

Civil: Anna Thurston

Led by RH the Central ODs are heads of their departments and responsible for

- Delivering the required budgeted margins, and
- The operational side of the department(s).

3) **Special Services ODs:**

Professional Discipline: Mandip Kumar

Prosecutions: Andy Cash

Road Traffic: Andy Cash / Imogen Cox.

Regulatory: Andrew Brammer

Road Transport: Simon Clarke

4) **The Strategy Board:** Rupert Hawke, Michael Thurston & Steve Gelsthorpe.

The Board will create and decide strategy and support the MD.

5) **Executive Chairman:** Michael Thurston.

His responsibilities are:

- Strategy & Business Development.
- Complaints and PII Manager.
- Support of the management teams.

6) **Personnel Manager:** Ellen Nightingale

The PM has overall responsibility for the Personnel function including:

- Staff relations
- Recruitment
- Trainee solicitors and Pupil barristers
- Disciplinary & grievance.

7) **Quality Director:** Stephen Gelsthorpe

His responsibilities are:

- All aspects of the quality of the legal service provided
- The IT group, software support for all departments and liaison with Law Fusion.
- CK Compliance Officer for Legal Practice (COLP)

8) **Marketing:** Imogen Cox / Ben Trott

9) **Training:** Simon Campbell

10) **Head of Chamber:** Alwyn Jones