

SCHEDULE 1

Authorised Officers and Contract Managers Details

Depending on the size/type of the service there may be more than one contact in the Provider's organisation. If this is the case, the Provider Named Contact No 1 should be the person with overall - including budgetary – responsibility, and No.2 the person with operational, day-to-day responsibility.

It is most important that if a named contact is subsequently replaced, the name(s) and details of the new contact(s) are notified urgently to the Council.

Suffolk County Council – Named contact No 1

(With overall responsibility for contract monitoring)

Contact Name	Sue Farrow
Role	Operations Manager – Care Procurement
Address	Endeavour House 8 Russell Road Ipswich - IP1 2BX
Telephone	01473 260685
Fax	01473 216915
e-mail address	sue.farrow@socserv.suffolkcc.gov.uk

Suffolk County Council – Named contact No 2

(With overall responsibility for Quality Monitoring)

Contact Name	Helen Ruddock
Role	Outcomes and Quality Monitoring Team Manager
Address	Endeavour House 8 Russell Road Ipswich - IP1 2BX
Telephone	01473 264016
e-mail address	Helen.ruddock@socserv.suffolkcc.gov.uk

Suffolk County Council – Named contact No 3

(With overall responsibility for Supporting People Contracts)

Contact Name	Vince Gates
Role	Supporting People Manager
Address	Adult and Community Service Office Supporting People Team St Edmund House Rope Walk Ipswich - IP4 1LZ.
Telephone	01473 264016
e-mail address	Vince.gates@socserv.suffolkcc.gov.uk

Continued overleaf

Suffolk County Council – Named contact No 4
(With **day to day operational responsibility**)

Contact Name	
Role	
Address	
Telephone	
e-mail address	

Suffolk County Council – Named contact No 5
(As applicable)

Contact Name	
Role	
Address	
Telephone	
e-mail address	

Provider – Named contact No 1
(With overall organisation responsibility)

Contact Name	e.g. Chief Executive, Proprietor, Registered Owner, etc
Role	
Address	
Telephone	
Fax	
e-mail address	

Provider – Named contact No 2
(With overall responsibility for contracting)

Contact Name	
Role	e.g. overall responsibility for service, negotiating budgets & contracts
Address	
Telephone	
Fax	
e-mail address	

Provider – Named contact No 3

(With Regional / Area responsibility for the operation and quality of the service)

Contact Name	
Role	
Address	
Telephone	
Fax	
e-mail address	

Continued overleaf

Provider – Named contact No 4

(With day-to-day responsibility for the operation of the service)

Contact Name	
Role	<i>e.g. Home Manager, Home Care Manager, Scheme Manager, Branch Manager etc</i>
Address	
Telephone	
Fax	
e-mail address	

Provider – Named contact No 5

(as applicable)

Contact Name	
Role	
Address	
Telephone	
Fax	
e-mail address	