

Barrick, Lucy

From: Barrick, Lucy
Sent: 03 December 2010 11:38
To: [REDACTED]
Subject: FW: FOI REQUEST
Attachments: 20101125 BTPA Executive Organogram v1.0 released.pdf

Dear [REDACTED]

Thank you for your email of 26 November in which you made a request for information under the Freedom of Information Act 2000. Specifically you requested the following information from the British Transport Police Authority and I have included the responses under the questions;

1) Number of personnel both uniformed & civilian and Fulltime and Part-time on the Authority payroll;

Response: The Authority has on its payroll 7 full-time civilian staff and 2 part-time civilian staff. It does not have any police officers on its payroll.

2) Number of personnel full-time and part-time within the authorities HR Department;

Response: The Authority does not have a dedicated HR Department. I have attached an Organogram so that you can see the Authority structure.

3) Annual payroll cost for the HR Department employees inclusive of any pension and benefits contributions;

N/A

4) Number of personnel fulltime and part-time within the authorities IT Department;

Response: The Authority does not have a dedicated IT Department.

5) Annual payroll cost for the IT Department employees inclusive of any pension and benefits contributions;

N/A

6) Annual IT Department budget;

N/A

7) Organisation structure chart for both the authorities HR & IT Departments.

Overall Organogram attached.

Yours sincerely

LB

03/12/2010

British Transport Police Authority

The Forum (5th Floor N) W: www.btpa.police.uk
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BTPA Transitional Executive Portfolio**Chief Executive**

Chief Executive's Cluster	Finance Cluster		
<p>Executive Assistant to CEO & Chairman</p> <p>Post Holder: Laverne Bryant</p> <p>Diary management</p> <p>External meeting management</p> <p>Travel/hotel bookings - Chairman & CEO</p> <p>Support CEO & Chairman - managing information, correspondence & providing responses</p> <p>Maintenance of Registers of Interest and Gifts & Hospitality</p> <p>Member Inductions</p> <p>Member Bulletin</p>	<p>Finance Director (SMT member)</p> <p>Post Holder: Liz Pike</p> <p>BTP/A budget review: Revenue & Capital spend</p> <p>Annual Statement of Accounts Review</p> <p>Charging model oversight</p> <p>Pensions: Ill health committee, Valuations</p> <p>Risk Management</p> <p>Internal/External Audit Liaison</p> <p>BTPA Budget setting/ monitoring</p> <p>Oversight PSA negotiation & conclusion of JR Issues</p> <p>Liaising with DfT re. irrecoverable gap to 2013/14 and Grant in Aid receipts</p> <p>Annual Review of PSA Charges & liaison with stakeholders on charges</p>	<p>PSA Accounts Manager</p> <p>Post Holder: Katherine Hogan (temporary)</p> <p>Core and Enhanced PSA administration</p> <p>Maintenance & monitoring of PSA database</p> <p>Record and manage disputes</p> <p>Act as Industry Liaison in PSA matters</p> <p>BTPA Budget Monitoring</p> <p>Risk management administration</p>	<p>Charging Manager</p> <p>Post Holder: Mike Spracklin</p> <p>Identify and collate data for Model</p> <p>Ensure Model is fit for purpose</p> <p>Arrange independent verification of Model outputs</p> <p>Present charges from Model to CEO and FD</p> <p>Explain variances in year on year charges</p> <p>Calculate charges for new franchises and franchise map changes</p> <p>Analyse charging scenarios</p>

BTPA Transitional Executive Portfolio

Policy, Performance and Stakeholder Cluster			Business Management Cluster	
<p>Performance Review Manager (SMT Member)</p> <p>Post Holder: Sam Elvy</p> <p>Authority Assessment and Inspection</p> <p>Policy management & register maintenance</p> <p>Policing Plan development</p> <p>Performance review BTP & BTPA</p> <p>Principal research adviser</p> <p>Diversity lead</p> <p>Command support & NIAG/IAN liaison</p> <p>Delivery of Stakeholder engagement plan</p> <p>Member support - briefings, reports etc</p>	<p>Performance Analyst</p> <p>Post Holder: Vacant</p> <p>Horizon Scanning</p> <p>Principal Analytical Resource</p> <p>Assistance with consultation activities</p> <p>Assistance with performance monitoring</p> <p>Assistance with policy development</p> <p>Support on the Policing Plan</p>	<p>Communications Officer</p> <p>Post Holder: Michael Daventry</p> <p>Horizon Scanning</p> <p>News and press monitoring/liaison</p> <p>BTP Media & Marketing liaison</p> <p>Implement internal & external communications</p> <p>Stakeholder database management</p> <p>Support delivery of stakeholder engagement plan</p> <p>Provide briefings on communications issues</p> <p>Preliminary IT issues</p> <p>Identity management</p> <p>Consultation actions</p> <p>Publications</p> <p>Website management</p>	<p>Business Manager (SMT Member)</p> <p>Post Holder: Lucy Barrick</p> <p>Business Planning</p> <p>Information Management</p> <p>Business Continuity</p> <p>Internal HR, training & recruitment</p> <p>Health & Safety</p> <p>ICV Scheme management</p> <p>Professional Standards lead</p> <p>Meeting Management oversight</p> <p>Chief officer recruitment</p> <p>Member support - briefings, reports etc</p>	<p>Office Support Manager</p> <p>Post Holder: Raquel Pazos</p> <p>Office management</p> <p>Meeting administration</p> <p>Supplier contract management</p> <p>Invoice /expenses processing</p> <p>Procurement requisitioning</p> <p>HR Administration</p> <p>Health & Safety administration</p> <p>BTPA meeting room diary management</p> <p>Member support - travel/hotel bookings</p> <p>Information management administration</p>