BTPA Transitional Executive Portfolio

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

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Appendix 1

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