**Appendix 1**

**ADDITIONAL RESPONSIBILITIES**

### The additional responsibilities for the Director of Finance include:

* Internal Audit & Corporate Anti-Fraud
* Procurement
* Interface to Council Trading Arrangements
* Coordination of Portfolio Holder Arrangements with Portfolio Holder for Finance and Commercialisation
* Chairing of Resources and Commercial Directorate Management Team
* Chairing of Commissioning and Commercial Board and sign off of Procurement Gateways

These additional responsibilities will be recognised through an acting up allowance equivalent to £7,000 per year.

1. **The additional responsibilities for the Divisional Director Strategic Commissioning include:**

* Human Resources & Payroll
* Shared Service Governance with Buckinghamshire County Council
* Coordination of Portfolio Holder Arrangements with Portfolio Holder for Performance, Corporate Resources & Customer Services
* Preparation for and coordination of Resources & Commercial Improvement Boards
* Coordination of Directorate Joint Committee
* Coordination of Resources & Commercial briefing to Scrutiny Lead Councillors

These additional responsibilities will be recognised through an acting up allowance equivalent to £7,000 per year.

### The additional responsibilities for the Divisional Director Commissioning & Commercial Services include:

* Commercialisation Strategy and Commercial Expansion
* Commercial Reporting
* Coordination of Portfolio Holder arrangements with Portfolio Holder for Finance & Commercialisation regarding commercialisation.

These additional responsibilities will be recognised through an acting up allowance equivalent to £3,500 per year.