

**SCHEDULE 5**

**KEY PERSONNEL**

Role	Key Responsibilities
Chief Executive Officer of the Contractor or equivalent	<p>Accountable for leadership and delivery of the Contractor's business and sits on the Contractor's board.</p> <ul style="list-style-type: none"> <li>• Responsible for the delivery of the Agreement and managing the relationship with the Authority</li> <li>• Responsible for the delivery of the Annual Service Plan</li> <li>• Responsible for effectively managing the relationships between the Contractor and its stakeholders</li> <li>• Responsible for implementing the Bidder's strategy and Transformation Plan</li> </ul> <p>Responsible for reporting on all of the above to the Contractor and Bidder's boards.</p>
Chief Operating Officer of the Contractor or equivalent	<p>Reports to the CEO and is responsible for the leadership and management of the Offender Management organization, Contact Shared Services, Service Excellence and Quality Assurance teams.</p> <ul style="list-style-type: none"> <li>• Responsible for operational delivery of all the Contractor's services and programmes</li> <li>• Responsible for the delivery of the Contractor's obligations to reduce levels of re-offending</li> <li>• Operational responsibility for all interfaces with other strategic partners, including the Authority as provider of the NPS, Police, Health, Social Services</li> <li>• Responsible for development of operational policy and accountable to CEO and the Contractor board</li> </ul> <p>Responsible for diversity and implementation and monitoring of all associated policy, including provisions of the Equality Act (in consultation with HR lead).</p>

Chief Finance Officer of the Contractor or equivalent	<p>Chief Financial Officer (CFO), reporting to the CEO is responsible for the leadership and management of the Financial and Commercial function responsible for:</p> <ul style="list-style-type: none"><li>• Monitoring the organizational financial performance and delivering the Bidder's financial and commercial strategy</li><li>• Overseeing the financial management and planning of the Contractor</li><li>• Leading on all commercial engagements and contractual requirements with the Authority and key stakeholders</li><li>• Providing legal and commercial leadership and financial direction to the Contractor</li></ul> <p>Attending Contractor board meetings and reporting to the Bidder board as and when required</p>
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