

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT		BSS/CAN/006
CONSENTS/ APPROVALS/ AGREEMENTS - RECORDING OF PERFORMANCE MANAGEMENT INFORMATION		ISSUE 003
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Open Government Status: Fully Open		Review Date: 30/09/07

1. Purpose & Scope

1.1 This procedure describes the process for NSD admin staff when they are asked to record performance management information on Consents, Approvals and Agreements (C/A/A) for use as an Output Performance Measure (OPM) for HSE.

2. Policy

2.1 All C/A/As shall be given a target completion date from the outset of the procedure. This completion date will be monitored and reported against on a monthly basis to provide information to NSD and HSE as an OPM.

3. Responsibilities

3.1 **Inspectors** - when a letter requesting a Consent, Approval or Agreement is received, the inspector must alert, from the outset, their divisional admin. support team and advise them of:

- The receipt date of the letter requesting Consent, Approval or Agreement;
- The date (if appropriate) when the licensee either requires the Consent, Approval or Agreement, or wishes to commence the related activity;
- The NSD target completion date for issue of the Consent, Approval or Agreement; and
- Any variance from the target completion date and actual issue date.

The inspector is responsible for ensuring that the target completion date is met, and for alerting any colleagues, who are

providing assistance, of the deadline that needs to be met.

The target completion date may change, but only due to non-HSE delays e.g. where the quality or timeliness of the licensees submission forces the work to be delayed.

The inspector must immediately advise the admin. support team of any change to the completion date, and the reason for the change, to ensure that the tracking system does not report the Consent, Approval or Agreement as being late.

3.2 Divisional Admin Support Teams - must write down and record the information above, provided by the inspector, on their tracking system.

Should the initial completion date be changed by the inspector, the admin. support team must record the new completion date, along with the reason for the changed date (for audit purposes).

Divisional support teams must set up a B/F system to enable them to send an e:mail to the inspector 4 weeks ahead of the due completion date to remind the inspector that their target is shortly due.

3.3 Unit 4B – At the beginning of each month Unit 4B's admin support team will ask Divisional Support Teams for the number of Consents, Approvals and Agreements completed in the previous month. They will require a statistical return along with the number that were completed to time. Reasons for those not completed to time must be provided to Unit 4B.

Each month Unit 4B will collate the Directorate response and provide the information to Unit 4E for the Balanced Scorecard return.

3.4 Unit 4E will use the Directorate-wide information for the Balanced Scorecard return.

4. Definitions

4.1 OPM – Output Performance Measure

4.2 C/A/A – Consents/Approvals/Agreements

5. Procedure

5.1 See flowchart.

6. Associated Documents

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| 6.1 | BSS/
CAN/005 | Licence Instrument Numbering and Issue |
| 6.2 | INS/001 | Preparation and Issue of Licence Instruments and Associated Project Assessment Reports |

Consents/Approvals/Agreements – recording of performance management information

