

Corporate administrative Management group - Terms of reference

BMM Annex 7C - Issue 2

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Jon Seddon

1. Purpose and scope

This BMS presents the terms of reference of ND's Corporate Support Group (CSG). On behalf of the Nuclear Directorate (ND) Management Board lead and manage ND's business support resource to ensure we meet the business needs of ND and of the new Office for Nuclear Regulation (ONR).

Membership of CSG consists of Business Support Managers from Divisions 1,2,3,4,5,6, Finance representative, planning representative and chaired by the HR Assistant Business Partner. Note taker, provided by support to chair.

The CSG terms of reference have been defined in terms of the following responsibilities and principles statements:

2. Responsibilities

- Lead and manage the activities and expectations of the business support teams as ND goes through transformation and transition, motivating and maintaining morale. Ensuring any concerns and questions are listened to and answered.
- Provide consistency between business support tasks by identifying and sharing good practice to ensure we align with ND's commitment to improve the effectiveness of the service its provides to the nuclear sector.
- To work with MB on all business support activities to ensure business needs are understood and met.
- Ensure appropriate distribution and reallocation of business support resource across the Directorate to meet the ONR's business priorities.
- To work with the CSG sub-group and Transformation to explore ways to develop the roles of the business support teams to enhance the value of service they provide and improve the effectiveness and efficiency of ONR's front-line resource.
- CSG sub group chair to ensure CSG is updated with key outcomes from the CSG sub-group meetings.
- To improve communications between the MB and business support teams and act as the interface between all parties.

3. Agreed principles

1. ToR to be reviewed in February 2012.
2. Any temporary promotion opportunity over 6 months in length is to be advertised for open competition within ND. Where necessary resulting in informal interviews to determine the successful individual.
3. No level moves should be agreed without CSG's endorsement.
4. Action notes and key messages to be produced from each monthly CSG meeting. Key messages to be issued in the next edition of Nuclear Briefing.
5. All permanent vacancies to be advertised to substantives within the parish (ONR) first.
6. May facilitate managed moves of staff when ONR's business needs dictate. Consideration will be given to the development needs of the individual, the post and the suitability.
7. CSDRG - Corporate Support Development Review Group will be held at least annually, although if business needs dictate there can be additional ones held when necessary.