

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT REPORTING AND MONITORING OPERATIONAL PERFORMANCE AGAINST NSD PLANS		BSS/FPG/006
		ISSUE 003
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1. Purpose and scope

1.1 BMS instruction BSS/FPG/001 sets out the structure for planning within HSE and NSD with concentration on the procedures for developing the NSD Plan of Work. This document sets out the system in NSD for reporting on progress against Plans and NSD senior management's monitoring of progress/performance. It concentrates on the procedures for reporting/monitoring the NSD Plan of Work.

1.2 The purpose of reports on progress against Plans is to provide assurance to senior managers and stakeholders that we are performing to our optimum level, against the agreed planned priorities and to afford management the opportunity to take any necessary remedial action to meet planned targets or alternatively, provide revised targets and forecasts with supporting comments.

1.3 Annex 1 sets out the framework of NSD Plans and reporting/monitoring arrangements. The prime reporting/monitoring event is the October Management Board (MB) meeting which is dedicated to reviewing performance. At this meeting the progress and continued fitness for purpose of the NSD Strategic Plan is considered along with progress with the Plan of Work after 5 months of the year, progress with Output Performance Measures in year and trended across 5 years plus financial performance. It also includes a revisit to the previous year's End of Year Report to identify any trends or lessons learnt that need to be brought into consideration for current and future years, and finally a planning steer for the following year is developed.

1.4 Supporting Plans such as those for International Work, Continuous Improvement, etc may be subject to reporting/monitoring by MB at different points as agreed. Nevertheless, monitoring/reporting arrangements are in place and these are denoted in annex 1. In

addition specific projects contained within NSD Plans, may be subject to additional reporting/review arrangements set by the MB.

1.5 Financial Performance is reported on and monitored monthly by the NSD MB and also by sub-budget holders through systems for monthly forecasting.

1.6 Plans at Divisional and Unit level are subject to reporting/monitoring arrangements within each Division.

1.7 The following procedure applies to the arrangements for reporting and monitoring the NSD Plan of Work which is done at the 5 and 12 month stages.

2. Policy

2.1 NSD's policy is to follow the central guidance provided by HSE, and to fully meet those requirements and the timetables set. These can vary from year to year in line with Treasury and Parliaments requirements.

2.2 Contributions to the reports on progress against the PoW must be approved by the Head of Division (HoD) before it can be submitted as a Divisional contribution. The NSD MB must consider and discuss the progress reports and satisfy itself that within the existing constraints the the Directorate is progressing satisfactorily against its Plan and if not, determine what remedial action should be taken.

3. Responsibilities

3.1 The Planning, Performance and Finance Unit are responsible for the preparation of financial and resources tables, aggregating contributions at Directorate level and compiling and submitting reports to the MB.

3.2 Divisions/Units and sub budget holders are asked to provide relative contributions to the reports.

3.3 The Divisional Support Managers are responsible for the co-ordination and compilation of all Divisional contributions to the progress reports.

3.4 HoDs and Unit Heads are responsible for providing information, in the required timescale, that will form the reports.

4. Definitions

- 4.1 PoW - Plan of Work
- 4.2 HoD - Head of Division
- 4.3 MB - NSD Management Board
- 4.4 DSM - Divisional Support Manager
- 4.5 OPMs - Output and Performance Measures

5. Procedure

- 5.1 **See flowchart**

6. Associated Documents

- 6.1 BSS/FPG/001 - Planning in HSC/E and NSD: NSD Plan of Work
- 6.2 BSS/CAN/013 - Output Performance Measures (OPMs)
- 6.3 BSS/FPG Annex 1 - HSC/E & NSD Planning Cycle
- 6.4 HSE Resource and Planning Guide
- 6.5 HSE Finance Code

7. Retention of Documents

7.1 The Planning, Performance and Finance Unit are responsible for retaining, for 3 years, copies of the 5-month and End of Year Progress Reports. This information is retained for historic reference and trending purposes.

7.2 Divisional submissions are only required to be retained in-year.

MANAGEMENT REPORT OF PROGRESS AGAINST NSD PLAN OF WORK

RESPONSIBILITIES

Finance
Planning Officers

Monitoring tables set up for **Aims/Objectives and OPMs** and submitted to Div Support Managers for update of progress against Plan of Work

Support Managers seek contributions within their Div/Unit and co-ordinate replies - **BSS/CAN/013**

Planning

Responses checked and clarifications sought where appropriate. Information aggregated to Directorate level and updated **Aims & Objectives and OPM** tables produced

Planning

A summary of **inspectors effort** in half day units

Planning

Appointment of Direct Effort to licensees by Division & Directorate – tables prepared

Planning

Analysis of NSD's **International Work**. Table prepared showing the half day units of effort applied to specific international activities by Division

Planning

Outturn of inspectors effort **by HSE's Functional Work Recording categories** – Directorate table prepared

Planning

Selected **Trend Information** such as training, extra effort etc calculated in half day units and as a percentage of total effort at a directorate level

Finance
Sub Budget Holders

Expenditure outturns against NSD's budgets and latest forecast outturns from sub budget holders - Directorate tables and comments prepared

Sub budget holders provide revised forecast outturns and comments on variances against profiles - **BSS/CAN/017**

Finance
Sub Budget Holders

Expenditure outturns against profiles at Divisional level - tables prepared

Planning

Table showing actual **staff in post** by band for each division

Planning

Additional work undertaken during the year, not included in NSD's plan of work

Planning

Directorate planned **work delayed** or postponed during the planning year

Planning

Progress against the plan of work submitted as MB paper. Then placed on H drive for access by all NSD staff

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End