

	<b>NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM</b>		
	BUSINESS SUPPORT <b>FINANCE AND PLANNING FOREWORD</b>		<b>BSS/FPG/FWD</b>
	Approved By: <i>A Roberts</i>	A Roberts	ISSUE 002
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## 1. Purpose and scope

- 1.1 The purpose of this section of the Business Management System is to set out the policies and procedures that contribute to the achievements of HSE and NSD business goals in the areas of operational planning, financial management and performance monitoring.
- 1.2 The procedures aim to ensure that the Directorate establishes its priorities, correctly targets its resources and ensures the recovery of charges from licensees by:
- i. managing, co-ordinating and contributing to NSD and HSE operational planning and review exercises;
  - ii. managing, co-ordinating and controlling budgets and profiles;
  - iii. ensuring that procedures for allocating charges to licensees are appropriate, transparent, accurate and consistent; and
  - iv. ensuring that the Directorate has a robust work recording system that captures accurate information required for charging and performance monitoring.

## 2. Policy

- 2.1 The policies and procedures aim to ensure the financial arrangements of the Directorate are managed to the requirements of HSE, DWP and Treasury and that those costs incurred by licensees are recovered in year.

## 3. Roles and Responsibilities

- 3.1 The Director of NSD is the Budget Holder (BH) for NSD's budgets. The Director is therefore accountable for the resources requested, and used, by the Directorate and the recovery of receipts within the financial year. The NSD Planning, Performance and Finance (PP&F) Manager assists him in this work.
- 3.2 The Planning, Performance and Finance Manager:
- i. acts as budget manager on behalf of the Director of NSD;

- ii. is the main liaison point with PEFD, HM Treasury, National Audit Office and Internal Audit on financial and planning matters on behalf of NSD;
  - iii. is responsible for ensuring that these policies and procedures are followed; and
  - iv. is responsible for ensuring that systems are in place to capture the information required to provide NSD with timely and accurate financial and planning reports.
- 3.3 The Planning, Performance and Finance Unit are responsible for the production of finance and planning reports, the calculation of charges to licensees and the upkeep and maintenance of the Unit's systems.
- 3.4 NSD's Divisions, Units and Sub Budget Holders are responsible for providing appropriate budgetary and planning information as and when requested by the PP&F Unit.
- 3.5 HSE Planning and Resourcing Guide: Memo 4, (available on the Intranet under Administration) sets out responsibilities of the BH and gives advice on the management and control of budgets, including those which have been delegated to SBHs.

#### **4. Retention of Documents**

- 4.1 There is no necessity for the reports detailed at paragraph 3.3 or the information provided by divisions (at paragraph 3.4) to be retained in hard copy.
- 4.2 The PP&F Unit retain electronic copies of Planning and Finance reports
- 4.3 Divisions may wish to retain copies of planning and finance inputs to request for information, but this is a matter for individual Heads of Divisions.