



Office for
Nuclear Regulation

Scheme of Delegation

June 2021

Scheme of Delegation

ONR Finance Directorate

Approved by ONR Board

9 June 2021

Contents

Introduction	4
High level principles of delegation	6
Delegated authorities and responsibilities	7
Letters of Delegation	8
The ONR Board.....	8
The Chief Executive/Chief Nuclear Inspector	10
The Deputy Chief Executive (DCE).....	12
The Executive Director of Operations (EDO).....	12
Part 1: Matters reserved to the ONR Board or delegated by the ONR Board	13
Matters delegated to the Board committees	14
Matters delegated to the Chief Executive/Chief Nuclear Inspector.....	14
Information governance, security and data protection	15
Part 2: Financial delegations	16
Delegated Financial Authority.....	16
Capital expenditure	17
Internal control arrangements.....	18
Reallocating funds	18
Approval to procure goods and services	19
Procurement policy and principles.....	19
Part 3: Corporate responsibility delegations	21
Part 4: Regulatory Responsibilities authorised by the Chief Executive/Chief Nuclear Inspector	21
Scheme of Delegation – appendices	22
Appendix 1: Matters reserved to the ONR Board	22
Appendix 2: Matters delegated by the ONR Board	24
Appendix 3: Corporate responsibilities delegated by the CE/CNI	28
Appendix 4: Financial authorities delegated by the CE/CNI	38
Appendix 5: Regulatory responsibilities authorised by the Chief Executive/Chief Nuclear Inspector	40

Introduction

1. Delegation creates the authority to carry out a task or to make a decision. This in turn creates responsibilities and the requirement that people to whom authority is delegated are prepared to be accountable for the decisions they have been asked to make. Anyone who makes a decision must be confident that they know and understand the scope of their authority.
2. This Scheme of Delegation sets out:
 - a) Who has authority to make decisions in ONR;
 - b) The decisions reserved to the Board and those which the Board has delegated. (**Part 1**);
 - c) The role of those with Delegated Financial Authority, financial delegations and financial approval limits (**Part 2**);
 - d) The corporate responsibilities which the Chief Executive and Chief Nuclear Inspector (CE/CNI) has delegated (**Part 3**); and
 - e) The regulatory responsibilities which the CE/CNI has delegated (**Part 4**).

Accountability, variation, ownership, and review of the scheme

3. Those individuals delegating powers remain accountable for the exercise of those powers.
4. Variations to **Part 1** will be approved by the Board and any deviation from it must be approved by the Board, with such deviations being reported to the subsequent Board meeting.
5. Variations to **Part 2** may be approved by the CE/CNI in consultation with the Deputy Chief Executive (DCE) and the Finance Director (FD). The CE/CNI will decide which matters should be reported to the Board or Audit and Risk Assurance Committee (ARAC).
6. Variations to **Part 3** may be approved by the CE/CNI in consultation with the DCE.
7. Variations to **Part 4** may be approved by the CE/CNI in consultation with the Executive Director of Operations (EDO) within the provisions of the relevant legislation.
8. For administrative purposes, the DCE, on behalf of the Board, is the owner of the Scheme of Delegation and is responsible for ensuring an annual review of the scheme, submitting any proposed changes to the Board or the CE/CNI as appropriate. However, the scheme will be updated as often as is necessary to ensure it remains current.

Dates of Review

The scheme will be reviewed annually.

Date	Page(s)	Amendment
March 2018	All	Fundamental review and restatement of financial controls, delegations, and extant regulations.
February 2019	All	Remove references to Accounting Officer Replace 'Executive Management Team' (EMT) with 'Senior Leadership Team' (SLT). Replace Regulatory Management Team (RMT) with Regulatory Leadership Team (RLT)
July 2020	All	Refreshed the document. Removed references to 'support' directorates Added references to Commercial Governance Framework and Accession Agreement Updated to reflect new Board committee structure Updated to reflect financial delegations for Head of Finance and Commercial References to Finance Director updated to Deputy Chief Executive and Finance Director (DCE&FD). Included CNI responsibilities in respect of safeguards. Some additional information on DWP and BEIS ministerial responsibilities
June 2021	All	Full review and refresh: Addresses ONR's new leadership changes effective from 01 April 2021 (DCE and EDO) and from 01 June 2021 (CE/CNI) Streamlining of financial control arrangements Streamlining of the document, removal of repetition. Reconfiguration of document flow Introduction of new ONR document template and design Introduction of revised delegated financial authorities Introduction of revised procurement and contract award authorities

High level principles of delegation

9. The primary principle of delegation is that the person delegating remains accountable for the function which they may choose to delegate. Therefore, when delegating authorities, the Board and the CE/CNI must assure themselves that what they have delegated is being discharged properly. In ONR, this is executed through the provision of information and reports to the Board and its committees and other internal reporting mechanisms as appropriate.
10. Any functions which the Board has delegated can be reassumed by the Board if it decides to do so. Similarly, any functions which the CE/CNI has delegated can be reassumed by them if they should so decide. With the exception of regulatory functions, if it chooses to do so, the Board can make a decision on a specific issue irrespective of the fact that it may have already delegated that authority.
11. Powers are delegated on the understanding that those to whom powers are delegated exercise those powers in the way intended and do not use their powers in a way which might be a cause for public concern or which might have an adverse impact on the reputation of ONR.
12. Other key principles of delegation which ONR applies are as follows:
 - a) Authority to make decisions should be aligned with the skills needed to make relevant judgements. This will enable ONR to maximise efficiency and effectiveness and support the development of staff and make the best use of their skills.
 - b) Delegations should be in writing and in accordance with this Scheme of Delegation. The Scheme of Delegation must be published on ONR's website so that we can demonstrate that transparency around our decision making.
 - c) Staff to whom authority to make decisions is delegated must be clear about what decisions have been delegated to them, the limits of their authority, and that they are accountable for the decisions they make. The role holder making the decision may seek advice on information from other staff with knowledge relevant to the decision and **should** do so when necessary.
 - d) Staff who are responsible for taking a decision may commission reports or seek information from relevant staff to inform their decision-making.

Delegated authorities and responsibilities

13. ONR was established, under the Energy Act 2013, as an independent statutory body to support the government's strategic aims and objectives for nuclear regulation. Its statutory functions are assigned by the Energy Act 2013 to ONR as a body corporate which, in practice, is to the ONR Board. It operates within a Framework Document¹ agreed with the Department for Work and Pensions (DWP).

Ministerial Responsibilities

14. The 2013 Energy Act, and more specifically, the DWP/ONR Framework Document sets out arrangements in respect of the respective DWP ministerial responsibilities for ONR, which are as follows:

The Secretary of State for Work and Pensions: ONR governance, finance, and performance in relation to conventional health and safety. Has specific responsibility to appoint non-executive Board members, approve the remuneration and terms and conditions for any co-opted Board or committee members, approve certain strategies, plans, accounts, and financial commitments, including pay remit, loans and borrowing money. DWP also approves any Approved Code of Practice proposed by ONR.

Other ministerial responsibilities are as follows:

The Secretary of State for Business Energy and Industrial Strategy (BEIS): The Energy Act 2013, which includes ONR's powers and obligations, underpins ONR's relationship with BEIS. BEIS responsibilities cover UK civil regulatory framework and policies, including policy direction, safeguard obligations and the direct responsibility to appoint the ONR non-executive Board member for Security.

The Secretary of State for Defence: nuclear safety and security at military nuclear sites. Has no direct responsibility for ONR.

¹ [Framework document between Department for Work and Pensions and Office for Nuclear Regulation \(onr.org.uk\)](https://www.onr.org.uk)

Letters of Delegation

15. The delegated responsibilities throughout ONR are underpinned and supported by annual Letters of Delegation to directors and to Senior Responsible Officers (SROs) who deliver our portfolio of change activity. They are consistent with our values by providing responsibilities for which staff are accountable and will ensure transparency and fairness within each function.
16. Letters of Delegation are distributed to the relevant ONR employees in April each year for the financial year. They will typically cover the following areas and are designed to be executed alongside the Scheme of Delegation:
 - a) Budget delegation and budget management, including any capital expenditure responsibilities
 - b) Function headcount
 - c) Areas of internal control and associated responsibilities
 - d) Performance and Risk Management
 - e) Procurement responsibilities
 - f) Information governance and information security
 - g) Responsibilities under the General Data Protection Act (GDPR), the Data Protection Act 2018 (DPA2018) and all ONR policies and practices relating to information governance, data classification and handling
17. If the Letter of Delegation is not prepared and issued by 1 April of the current financial year, it is assumed that the principles within the previous Letter of Delegation will uphold until the current letter is issued.

The ONR Board

18. The Energy Act 2013 prescribes the composition of the ONR Board, allowing for a maximum of seven non-executive members and four executive members. More details are recorded in ONR's document *Corporate Governance Framework* ²
19. The Energy Act 2013 permits the Board to delegate certain functions to ONR employees. The Board should ensure that effective arrangements are in place to provide assurance on risk management, governance, and internal control. The Board must set up an Audit and Risk Assurance Committee (ARAC) chaired by a non-executive member to provide independent advice. The Board is expected to assure itself of the effectiveness of the internal control and risk management systems. The Board may also appoint other standing committees to support its work and may delegate matters to those standing committees.

² *Corporate Governance Framework* - <http://www.onr.org.uk/documents/corporate-governance.pdf>

20. The Board is specifically responsible for establishing and delivering ONR's strategic aims and objectives consistent with its overall strategic direction and within the agreed government policy. It is responsible for ensuring that:

- a) the responsible minister is kept informed of any changes which are likely to impact on ONR's strategic direction or on the attainability of its targets, and determining the steps needed to deal with such changes;
- b) any statutory or administrative requirements for the use of public funds are complied with;
- c) the Board operates within the limits of its statutory authority and any delegated authority agreed with DWP and in accordance with any other conditions relating to the use of public funds, and that, in reaching decisions, the ONR Board takes into account guidance issued by DWP;
- d) Executive Board members provide regular financial information concerning the management of ONR so the Board can be assured that its decisions take into account all relevant financial considerations. It should also ensure that the Executive informs the Board in a timely manner of any concerns about the activities of ONR; so that it can provide positive assurance to DWP that appropriate action has been taken on such concerns;
- e) it formally seeks DWP approval for any expenditure which it considers to be novel, contentious or repercussive; demonstrating and ensuring high standards of corporate governance and probity at all times, using the ARAC to help the Board address key financial and other risks; and
- f) measures are in place to provide assurance that ONR is ensuring that effective arrangements exist to protect society by securing safe nuclear operations.

21. The Board has responsibility to:

- a) appoint the CE and the CNI, subject to ministerial approval. This can be a joint role;
- b) set performance objectives for the CE/CNI;
- c) propose the CE/CNI's remuneration, which must be agreed by the responsible minister, after consulting the Chief Secretary to the Treasury where required.

22. The Chair and Non-Executive members of the ONR Board are not responsible for regulatory decisions such as issuing, revoking, or amending nuclear licenses. Responsibility for these decisions has been delegated by the Energy Act 2013 to the CE/CNI who, in turn, may sub-delegate such decisions to suitably skilled, qualified and experienced staff.

Authority to Appoint

23. The non-executive Board members, including the Chair are appointed by the Secretary of State for Work and Pensions. There is, however, one exception whereby the Secretary of State for Business Energy and Industrial Strategy (BEIS) appoints the non-executive Board member with the responsibility for Security.³
24. The Board has the authority to appoint the CE and the CNI, with the approval of the Secretary of State for Work and Pensions, in consultation with the BEIS Minister. This includes the option to have one combined role as CE/CNI. The Principal Accounting Officer in the Department for Work and Pensions (DWP) designates the responsibilities to the CE/CNI.

Long term absence

25. In the event of long-term absence of the CE/CNI, the ONR Board will appoint an Acting CE/CNI, which will also additionally require the approval of the Minister of State in the Department of Work and Pensions.

The Chief Executive/Chief Nuclear Inspector

26. As the lead executive of ONR, the CE/CNI is appointed by the Board subject to ministerial approval. The Board has the right to delegate authority to the CE/CNI for all the statutory and corporate functions of ONR, including all executive management matters, day to day management decisions and the implementation of ONR's strategic and corporate plans.
27. The CE/CNI acts as a direct liaison between the Board and the Senior Leadership Team (SLT). The CE/CNI is responsible for reserving to him/herself the matters, within his/her delegated responsibilities, which he/she wishes to decide personally and for delegating to others in the organisation.
28. The CE/CNI can delegate responsibility to the DCE, and/or the EDO in accordance with their respective responsibilities. The CE/CNI can allow the DCE and EDO to delegate to their Directors accordingly.
29. In addition, the CE/CNI can delegate specific functions directly to relevant staff where it is appropriate to do so. This will normally include: the Finance Director (FD), the Human Resources Director (HRD), the Policy and Communications Director (P&CD), the Chief Information Officer, the Head of the Executive Support Office (ESO) and the Head of Governance and Executive Office (GEO) (particularly in his/her role as Data Protection Officer).

³ The legislation also provides for a reciprocal arrangement between HSE and ONR whereby HSE can appoint a member of their Board to the ONR Board and an ONR Board member to HSE's Board. This is not currently being applied

30. The responsibilities delegated to the CE/CNI are set out in the ONR/DWP Framework Document, including his/her responsibilities for following the principles and rules set out in HM Treasury's "Managing Public Money"⁴.
31. The CE/CNI has personal responsibility for running the organisation in accordance with the principles of regularity, propriety, value for money and feasibility as set out in Managing Public Money and must ensure that all actions relating to the stewardship of ONR's public funds can withstand scrutiny by Parliament and the public. This will include securing Board and/or departmental approval for any expenditure that is outside the normal delegation levels, or considered to be novel, contentious, or repercussive.
32. The CE/CNI is the authoritative regulatory head of ONR and for the purposes of nuclear regulatory decisions only, retains regulatory independence from the Board. However, whilst the Board is not responsible for taking regulatory decisions, the CE/CNI must assure the Board on a regular basis that ONR is meeting its regulatory priorities and making sound and timely regulatory decisions. The CE/CNI can delegate the exercise of regulatory functions to warranted nuclear inspectors within the provisions of the relevant legislation.

Matters designated to the Chief Executive/Chief Nuclear Inspector

33. The CE/CNI holds responsibility for some specific functions and must personally discharge the following duties, which cannot be delegated:
 - sign ONR's Annual Report and Accounts, comprising the annual report, and the governance statement.
34. He/she is also personally responsible for ensuring that ONR operates effectively and to a high standard of probity in respect of:
 - safeguarding the public funds for which he/she has charge;
 - ensuring propriety, regularity, and value for money in the handling of those public funds at all times;
 - ensuring that effective procedures for handling complaints about ONR are established and made widely known within ONR and to the public;
 - the day-to-day operations and management of ONR; and
 - management of opportunity and risk to achieve the right balance commensurate with ONR's business and risk appetite.
35. In addition, the CE/CNI must ensure that ONR operates based on the standards set out in "Managing Public Money" in terms of governance, decision-making and financial management.

⁴ <https://www.gov.uk/government/publications/managing-public-money>

36. The CE/CNI may be required to give evidence, normally with the Principal Accounting Officer, if summoned before the Public Accounts Committee on ONR's stewardship of funds.

The Deputy Chief Executive (DCE)

37. The CE/CNI will delegate responsibility and authority to the DCE as is appropriate and necessary for the organisation to operate effectively. The principal responsibilities of the DCE are to:

- provide strategic leadership of the organisation across a diverse portfolio of corporate activity;
- personally lead support directorates to deliver strategic intent coherently, effectively, and efficiently; and
- ensure delivery of aligned strategic, corporate and directorate planning, budgeting and success and effectiveness indicators.

The Executive Director of Operations (EDO)

38. The CE/CNI will delegate responsibility and authority to the EDO as is appropriate and necessary for the organisation to operate effectively. The principal responsibilities of the EDO are to:

- provide strategic leadership of the organisation across a diverse portfolio of regulatory activity;
- lead the regulatory directorate to deliver strategic intent coherently, effectively, and efficiently, ensure effective evidence based nuclear regulation; and
- be the lead contact point for senior industry liaison.

Part 1: Matters reserved to the ONR Board or delegated by the ONR Board

39. ONR's *Corporate Governance Framework* document sets out the Board's responsibilities and its delegated functions and summarises the matters which the Board has reserved to itself and those which it has decided to delegate. In essence, the Board has retained all those decisions which are strategic in nature and has delegated some corporate governance matters to its committees and those matters which are operational to the appropriate staff within ONR. Through the Scheme of Delegation, the Board delegates executive action to the CE/CNI and his/her staff.
40. The Board exercises its power corporately. No individual member of the Board may take executive action as a Board member (the CE/CNI, DCE, EDO and FD are executive members of the Board, but as Board members are also bound by its corporate responsibility). In an emergency, the functions which the Board has reserved to itself for decision may be exercised by the Chair, after having consulted with one other Board member (executive or non-executive). The Chair should then report any such decisions made or actions taken to the next Board meeting for ratification, with an explanation of why the emergency decisions/actions were taken.

Appendix 1 to this document provides full details of the matters reserved by the Board.

Appendix 2 to this document provides full details of matters delegated by the Board to committees or individuals

Matters delegated to the Board committees

41. The Board maintains three standing committees. The Terms of Reference for each of them are maintained within the *ONR Corporate Governance Framework*⁵ document. The committees are as follows:
- a) **Audit and Risk Assurance Committee (ARAC)** has the remit to ensure that all necessary assurances can be provided to the Board and CE/CNI. The committee is responsible for providing assurance to the Board on the maintenance of appropriate and adequate audit processes, for the governance of the internal audit and external audit programmes and has oversight of ONR's risk management processes. It makes recommendations to the Board on the appointment and dismissal of internal audit services and agreement of the associated plan and fee.
 - b) **Remuneration and Nominations Committee** has oversight of all matters relating to the remuneration and performance of executive Board members and the framework for Senior Civil Servant (SCS) equivalent staff. It is responsible for making recommendations to the Board and the sponsorship team (for ministerial approval) on the appointment of the CE/CNI and it takes a strategic approach to succession planning for the Board and has an oversight of succession planning for the wider organisation.
 - c) **Security Committee** is responsible for examining the ONR Annual Review of Security Report to provide assurance to the Board that ONR is providing efficient and effective regulation of the nuclear industry with respect to risk and malicious intent, holding it to account on behalf of the public.

Matters delegated to the Chief Executive/Chief Nuclear Inspector

42. The Board has delegated the statutory and corporate functions of ONR to the CE/CNI. The CE/CNI is accountable for the operation of ONR. They can and do delegate responsibility for certain matters to their staff and give authority to carry out certain activities on their behalf, including financial authorities. These are set out in **Appendix 3 and 4** respectively.
43. In accordance with paragraph 18 of Schedule 7 of the Energy Act 2013, the CE/CNI is authorised to carry out all the regulatory functions of ONR, which consist of the exercise of a regulatory function in a particular case. The CE/CNI also has the authority to delegate certain regulatory functions to warranted staff within ONR. These are set out in **Appendix 5**.

⁵ *Corporate Governance Framework* (see <http://www.onr.org.uk/documents/corporate-governance.pdf>)

44. The CE/CNI expects that those to whom authority to make decisions has been delegated will do so in accordance with their Letter of Delegation and in consultation with colleagues where appropriate. Those who have delegated responsibilities from the CE/CNI may sub-delegate those responsibilities as considered appropriate, in accordance with the principles of delegation and the delegated authorities confirmed in their Letter of Delegation (see page 7).

Information governance, security and data protection

45. The CE/CNI delegates accountability for ONR security to the DCE, who is responsible for the implementation and maintenance of security standards across the organisation and for ensuring correct procedures and delegations are in place to respond to security incidents.

46. All staff with delegated responsibilities (including the DCE, EDO and directors) are nominated Information Asset Owners. They are responsible for identifying risks and threats to ONR's information within their business area and for ensuring that appropriate and proportionate mitigations and risk management strategies are being designed, developed, and implemented

47. The CE/CNI delegates responsibility to the Head of Governance and Executive Office to act as ONR's Data Protection Officer, whose responsibilities are to ensure ONR complies with the General Data Protection Act (GDPR), the Data Protection Act 2018 (DPA2018) as outlined in Appendix 3, B30 and H1 to H5. However, all line managers within ONR are accountable for ensuring the appropriate processing of personal data within their business areas, ensuring compliance with ONR policies and procedures to demonstrate compliance with the General Data Protection Act (GDPR), the Data Protection Act 2018 (DPA2018) and any other personal data/privacy legislation as appropriate. They are also responsible for ensuring their staff fully comply with the requirements under the aforesaid legislation and any ONR policies and practices relating to information governance, data classification and handling. This is formally delegated through the DCE and EDO – see Appendix 3 – B21.

Part 2: Financial delegations

Delegated Financial Authority

48. Financial controls in ONR are consistent with the principles of personal accountability and delegation. The CE/CNI can delegate appropriate financial authority to any member of ONR staff. Normally direct delegations from the CE/CNI will be made to the Deputy Chief Executive (DCE), the Executive Director of Operations (EDO), and, where appropriate, to the Finance Director (FD).
49. The CE/CNI can also delegate appropriate financial authority to the respective heads of Governance and Executive Office and Executive Support Office and to SROs at the start of a project.
50. Where appropriate, the DCE can delegate to the FD, HR Director, Policy and Communications Director, the Chief Information Officer and the Chief Information Security Officer, where appropriate.
51. The EDO can delegate to DCIs/divisional directors, where appropriate.
52. Letters of Delegation will be provided to each member of staff the CE/CNI deems appropriate, which can be further delegated as necessary through the tiers of the organisation. These will be issued annually with the exception of SRO Letters of Delegation which will be issued to the respective SROs on project/programme commencement and on handover should there be a change in SRO mid-project/programme.
53. The CE/CNI is ultimately accountable for effective control of expenditure, and all those in receipt of delegation are responsible for ensuring they act in the best interests of ONR and maintain effective control of expenditure.
54. Those who receive delegated financial authority from the CE/CNI for a budget allocation are known as budget holders. They have the authority to determine prioritisation of expenditure within their agreed budget allocation to deliver specific activities within their respective functional areas. They are responsible for managing and controlling allocated budgets and expenditure, ensuring that the budget is used only for agreed purposes and complying with the approval procedures in place to commit expenditure.

55. The delegated financial authorities are shown in Table 1 below.

Table 1 Delegated Financial Authorities – operating and capital expenditure

Role/ Grade	Approval Threshold
Board	Above £5m
CE/CNI (informed by DCE/FD) All single items of expenditure above £3m must be made visible to ONR Board	Above £3m
DCE / EDO/ FD	Up to £3m
SLT Director	Up to £1m
Head of Function within Support Directorates	Up to £250k
Band 1 (other than Heads of Function in Support Directorates)	Up to £100k
Band 2* (nominated roles)	Up to £30k
Band 3* (nominated roles)	Up to £5k

* Band 2 / 3 approvers would be identified with Letters of Delegation from relevant Director or Band 1

The delegations above relate to expenditure for the purposes intended (as outlined in paragraph 53) and within the budget that is approved annually by the Board

Capital expenditure

56. All capital expenditure must be budgeted for in the annual planning round, align with the appropriate and required accounting policies, and will be validated and approved by ONR Board.

57. Details of any delegated Capital expenditure responsibilities will be laid out in the Letters of Delegation and will align with the Delegated Financial Authorities as specified in Table 1.

Internal control arrangements

58. Each budget holder has authority to commit expenditure as long as it is included within their budget delegation and ONR's procurement policy and procedures are adhered to. Details can be found on our website⁶: The limits of delegated financial authority are confirmed in individual Letters of Delegation issued to individuals at the beginning of each financial year.
59. Budget holders must ensure that all expenditure is consistent with ONR's objectives and represent best value for money. They should also ensure that:
- a) expenditure must not be for central purchasing items for which another directorate has responsibility e.g. IT equipment and consumables, non-regulatory consultancy e.g. management;
 - b) expenditure is not disaggregated for the purposes of facilitating approval at a lower grade than would be appropriate for the full commitment;
 - c) all relevant and available options to meet the requirement are considered and evaluated e.g. use of existing internal or contracted services or in the case of recruitment the use of ONR staff as opposed to contracted support; and
 - d) the ONR Finance Directorate is consulted where expenditure could be seen to be novel, contentious, or repercussive. (See Managing Public Money⁷).

Reallocating funds

60. There is flexibility within budget for directors to re-allocate funds, if necessary, across cost centres or to re-allocate balance of funds, for example, across Technical Support Contracts where the values are not considered material. However, in all cases, any re-allocation must be carried out by the Finance Directorate following approval by the budget holder.
61. It is the responsibility of budget holders to manage their expenditure budgets within the agreed delegations. They are accountable for all expenditure within their budget allocation and as confirmed in their Letters of Delegation. They should not exceed that allocation without prior approval from the FD.(See Appendix 3, D3).
62. Any material financial pressures or opportunities (>£100,000) that are forecast or identified in the course of the financial year must be reported to the Finance Directorate in the first instance for inclusion in reports to RLT, SLT and Board.

⁶ [ONR – Selling to ONR – How purchasing is organised in ONR.](#)

⁷ <https://www.gov.uk/government/publications/managing-public-money>

Approval to procure goods and services

63. The authority to commit resources does not include the authority to let contracts for the procurement of goods and services. Authorisation levels to commence procurement exercises are shown in table 2 below.
64. The authorisation levels have been decided in the context of grade and job role, and aligned with the delegated financial authorities described in Table 1 to enable effective and efficient business delivery, whilst ensuring financial decisions are made in line with individual responsibilities and accountabilities.

Procurement policy and principles

65. In accordance with Managing Public Money and internationally and nationally agreed legal frameworks, the fundamental principle of procurement policy and procedures is that all purchases of goods and services must be based on a value for money case unless there are compelling reasons to the contrary, achieved through competition. Full details can be found in ONR's Commercial Governance Framework⁸.

⁸ [Commercial Governance Framework - ONR Intranet - onr.kahootz.com](https://onr.kahootz.com)

Table 2 Procurement and contract award authorities

Order/ Contract Value (Incl VAT)	Form of Approval	Form of procurement competition	Budget Approval	Contract sign off
Up to £5,000	Email	Direct Award (one quotation)	B3 or above with letter of delegation from Budget Holder	Head of Commercial
£5,001 to £15,000	New Financial Justification / Budget Approval Template	Request for Quote (RFQ) (minimum of 3 quotes from suppliers)	B2 or above with letter of delegation from Budget Holder	Head of Commercial
£15,001 to £30,000	New Financial Justification / Budget Approval Template	A competition within an appropriate Government framework or a Limited Tender (minimum of three proposals from suppliers)	B2 or above with letter of delegation from relevant Budget Holder	Head of Finance and Commercial
£30,001 to £189,330	New Financial Justification / Budget Approval Template	Open tender: a competition within an appropriate Government framework or publish on Contracts Finder	Up to £100k B1 or above with letter of delegation from relevant Budget Holder	Head of Finance and Commercial
			Up to £250k Head of Directorate	Finance Director
Above £189,330 (Public Procurement Threshold)	New Financial Justification / Budget Approval Template	Open tender: a competition within an appropriate Government framework or publish on FTS (Find a Tender)	Up to £250k Head of Directorate	Finance Director
			Up to £1m SLT Director	Finance Director
			Up to £3m DCE / EDO Over £3m CE	DCE / CE/CNI
Single Tender Action (STA) – over £5,000	Justification must be provided for the STA, which must be approved by FD before proceeding. NB. FD to decide whether it is novel / contentious and, if so, Board approval needed. ARAC to be notified as part of Policy Compliance report.	Direct Award	Finance Director	Finance Director

Note: You must hold a letter of delegation for the budget to apply the above thresholds for approval

Part 3: Corporate responsibility delegations

66. The CE/CNI delegates a number of corporate responsibilities to his/her Senior Leadership Team, and, where appropriate, specifically to directors.
67. It is expected that those to whom authority to make decisions has been delegated will do so in consultation with colleagues where appropriate. If it is not possible to consult colleagues in particular instances, the decision maker is expected to record the reasons for this.
68. Those who have delegated responsibilities from the CE/CNI may sub-delegate those responsibilities as considered appropriate, in accordance with the principles of delegation and the delegated authorities set out in **Appendix 3**.

Part 4: Regulatory Responsibilities authorised by the Chief Executive/Chief Nuclear Inspector

69. The CE/CNI is the authoritative organisational and regulatory head of ONR. The CE/CNI can delegate the exercise of regulatory functions to warranted nuclear inspectors within the provisions of the relevant legislation and in accordance with Schedule 7 of the Energy Act 2013, which permits ONR to authorise its staff, members, inspectors to do, on its behalf, anything required to be done by the ONR. However, the exercise of regulatory functions can only be delegated to members of ONR staff or inspectors appointed by ONR under section 19 of the Health and Safety at Work Act 1974. This therefore allows the CE/CNI to delegate such functions to executive members of ONR and other members of suitably qualified ONR staff but not to non-executive members of ONR.
70. **Appendix 5** details the regulatory responsibilities delegated to staff by the CE/CNI. Those who have delegated responsibilities from the CE/CNI may sub-delegate those responsibilities as considered appropriate, in accordance with the principles of delegation.

Scheme of Delegation – appendices

Appendix 1: Matters reserved to the ONR Board

A	Function	Frequency	Comments
A1	Appointment of CE	As determined by Board	Subject to approval by DWP Minister and in consultation with BEIS
A2	Appointment of CNI	As in A1 above	CE and CNI can be a combined post
A3	Appointment of Executive Board members	As in A1 above	
A4	Approve ONR strategy	Every 5 years	Joint DWP/ BEIS
A5	Approve other strategies	As necessary	Dependent on nature and level of strategy
A6	Approve Annual Plan and budget	Annually	Joint DWP/ BEIS
A7	Approve Annual Report and Accounts	Annually	Certification of accounts by NAO Comptroller & Auditor General (C&AG) subject to DWP SoS approval
A8	Approve CNI annual report on the safety of the nuclear industry.	Annually	N/A
A9	Approve Safeguards Annual report to the Secretary of State required under Nuclear Safeguards Regulations 2019, regulation 41	Annually	N/A
A10	Approve staff terms and conditions	As necessary	Required where any individual staff terms and conditions significantly differ from ONR standard contracts and/or the contents may be deemed novel, contentious or repercussive
A11	Approve Organisational Structure at Executive and Senior Leadership Level	As necessary	DWP/BEIS/ MOD (for information)
A12	Approve property lease/ property purchase	As necessary	DWP/ Government Property Unit

A	Function	Frequency	Comments
A13	Major legislative decisions ⁹	As necessary	DWP or BEIS ¹⁰
A14	Major, specific decisions. See comments box for details.	As necessary	Approval of: <ul style="list-style-type: none"> major projects. policy advice to Ministers on significant issues. decisions with a significant public interest. decisions having a major economic impact. decisions requiring novel or contentious expenditure; or novel, contentious or repercussive use of ONR's formal powers.
A15	Approve ex-gratia and special payments	As necessary	Classed as potentially novel and contentious Initial consideration by FD prior to submission to Board. May need HM Treasury approval
A16	Approve capital investments over £3m.	As necessary	N/A
A17	Approval and signature of Agency Agreements	As necessary	Chair signs on behalf of ONR
A18	Approval of Single Tender Awards and / or purchases that are novel, contentious, or repercussive.	As necessary	Need for approval assessed by FD.
A19	Appointment of Internal Auditors	As necessary, upon contract expiration	Following approved competitive tender procurement route.
A20	Approval of Annual Audit Plan and amendments to Audit Plan.	Annually, amendments as necessary	Audit and Risk Assurance Committee
A21	Approval of ONR risk appetite and any changes to ONR's Risk Management Framework	Annually	N/A

⁹ Includes investigations, inquiries, making proposals for legislation and Approved Codes of Practices (ACoPs), accepting and delegating ONR functions

¹⁰ If nuclear regulation proposals or ACoPs: BEIS Secretary of State. If investigations or inquiries, undertaking commercial work or accepting or delegating ONR functions: DWP, in consultation with BEIS.

Appendix 2: Matters delegated by the ONR Board

To its committees

B	Function	Frequency	Delegation to	Comments
B1	Remuneration for Executive and staff at senior civil service level	Annually	Remuneration and Nominations Committee	
B2	Succession plans for Board / senior posts	As necessary	Remuneration and Nominations Committee	
B3	Ensure Senior Pay is set in line with HM Treasury guidelines.	As necessary	Remuneration and Nominations Committee	In accordance with DWP and HM Treasury guidance ¹¹

To the CE/CNI and executive Board members with no further delegation

B	Function	Frequency	Comments
B4	Settle legal claims against ONR	As necessary	
B5	Delivery of Annual Plan/ management of ONR	Continuous	
B6	Approve capital investments above £3m	As necessary	

11

<https://www.gov.uk/government/publications/senior-civil-service-pay-and-reward>

To CE/CNI with further delegation to Deputy Chief Executive and/or Executive Director, Operations

B	Function	Frequency	Delegation to	Comments
B7	All ONR statutory functions (not regulatory functions)	As necessary	DCE and EDO who may sub delegate	NA
B8	Regulatory functions (in a particular case)	As necessary	EDO who may sub delegate to relevant DCI as appropriate	
B9	Instigate Legal Action (Regulatory)	As necessary	EDO who may sub delegate to relevant DCI as appropriate	N/A
B10	Virement of budgets across main budget headings	As necessary	DCE who may sub delegate to FD	
B11	Write offs/ losses/ fruitless payments/Bad debts	As necessary	DCE who may sub delegate to FD who may sub delegate to Head of Finance & Commercial	CE/CNI must retain authority for value > £500k See Appendix 4 J1 to J3 for detail
B12	Signing of contracts	As necessary	FD	Depends on value see Table 3
B13	Approval of corporate publications	As necessary	DCE	Appropriate to nature of publication
B14	Approval of regulatory reports for publication	As necessary	EDO who may delegate to Technical Director	
B15	Approval and signature of Information Exchange arrangements Memoranda of Understanding, and/or protocols for ways of working with stakeholders	As necessary	DCE who may delegate to P&C Director EDO who may delegate to P&C Director	
B16	Discharging Directions created under the Energy Act 2013	As necessary	EDO who may delegate to relevant DCI as appropriate	
B17	Accountability for the implementation and maintenance of security standards and for ensuring correct procedures and delegations are in place to respond to security incidents	As necessary	DCE who may delegate to the Chief Information Security Officer (CISO)	

B	Function	Frequency	Delegation to	Comments
B18	Assurance that the organisation meets the requirements set out in the Security standard	As necessary	CE/CNI who may delegate SOAS responsibilities to DCE	
B19	Senior Officer Accountable for Security (SOAS) in relation to the implementation and maintenance of security standards across the organisation and for ensuring correct procedures and delegations are in place to respond to security incidents.	As necessary	DCE who may delegate operational and tactical delivery to CISO	
B20	Approve prosecution financial business cases to support DWP Statement of Requirements	As necessary	EDO	As part of procedure agreed with DWP.
B21	Accountability for ensuring compliance with GDPR and the Data Protection Act 2018 within the relevant business area, including: <ul style="list-style-type: none"> the processing of personal data ensuring all staff comply with the requirements of the legislation and all ONR policies and practices relating to information governance, data classification and handing. 	As necessary	DCE and EDO who may delegate to their direct reports. Direct reports may then delegate to all staff managers within their business areas.	Also refer to Table H, which outlines the responsibilities of the Data Protection Officer.
B22	Sign off Statements of Common Ground <i>(Land Use Planning)</i>	As necessary	EDO who may delegate to the RD Technical Director	

To ONR directors

B	Function	Frequency	Delegation to	Comments
B23	Approval of special payments such as loans and advances to staff up to £5,000	As necessary	HR Director _ and FD	Both signatures required
B24	Approval to dismiss staff/ terminate employee contracts	As necessary	HR Director	In consultation with DCE or EDO as appropriate
B25	Approval of employment contracts and secondment contracts	As necessary	HRD	
B26	Approval of ONR's publication scheme in accordance with the Freedom of Information Act 2000;	As necessary	P&C Director	No sub delegation
B27	Approval of policy for General Data Protection Regulations 2018 and any revisions	As necessary	Head of GEO	
B28	Approval of press releases	As necessary	P&C Director	May be sub delegated – see F3
B29	Approval of internal and external communications	As necessary	P&C Director	In consultation with DCE and/or EDO where necessary May be sub delegated - see F3
B30	Approval of ministerial submissions and correspondence for onward submission to DWP Partnership and BEIS Sponsorship Teams and Other HMG Departments as required	As necessary	P&C Director	In consultation with DCE and/or EDO where necessary

Appendix 3: Corporate responsibilities delegated by the CE/CNI

Corporate responsibilities delegated to the Senior Leadership Team

C	Function	Delegated to	Relevant guidance and/or comments
C1	Approve Directorate Structure	Director	
C2	Take operational decisions to deliver the strategic priorities in the 2025 Strategy relevant to Directorate's business.	Director	ONR 2025 Strategy Letter of Delegation
C3	Deliver against the OEI Framework and performance measures contained within the 2025 Strategy and in-year Corporate Plan.	Director	ONR 2025 Strategy Letter of Delegation
C4	Provide timely and accurate management information as required by the DCE and EDO for inclusion in reports to the Board, etc.	Director	Letter of Delegation
C5	Identify, mitigate, control, manage and report on directorate, divisional, project and strategic risks; and ensure that systems are in place to manage risks and escalate appropriately	Directors	In accordance with ONR's Risk Management Framework Strategic Risk Register Letter of Delegation
C6	Manage allocated Directorate and Divisional budgets to deliver in-year plans effectively and efficiently	Director	Accountability rests with budget holder as defined in Letter of Delegation
C7	Ensure accuracy in profiling budgets and forecasting income and expenditure	Director	
C8	Declare and return any over/underspends or any identified efficiency opportunities to Finance to allow reallocation and reprioritisation as appropriate	Director	Letter of Delegation
C9	Ensure propriety and regularity by making sure the Directorate complies with the policy and procedures for the commitment of expenditure, procurement, and the general financial controls.	Director	Letter of Delegation ONR Compliance Policy Framework

C10	Ensure that systems of control are applied within the directorate to protect against fraud and losses, including security of data (electronic and hard copy), IT equipment etc.	Director	ONR Compliance Policy Framework SOP guidance
C11	Ensure staff management and appraisal, and relevant people policies and processes are undertaken and that Single Operating Platform (SOP) processes are adhered to.	Director	People Strategy HR Policies
C12	Approval of attendance at conferences and events (including international events) (Regulatory function only).	Director	
C13	Instigate legal action (Regulatory)	Director	Energy Act 2013 HSWA ONR guidance on Access to Solicitor Agents ONR / DWP Policy, Process and Accounting Policy for Prosecutions.
C14	Authority to sign non-disclosure agreements from BEIS relating to information transfer with overseas Governments	Relevant Director	In consultation with P&C
C15	Approval of International Organisation Memberships and International agreements	Relevant Director	The appropriate operational Director can sign the agreements in their operational area
C16	Ensure ONR's strategic change programmes, sub-portfolios or projects meet objectives, deliver the projected outcomes and realise the anticipated benefits. Owner of the business case and accountable for all aspects of project and / or governance.	SRO	SROs will be appointed to each project and / or programme. They will be issued with Letters of Delegation for the respective programme and / or project for which they are accountable at the start and handover (as appropriate) of a project/programme

Corporate responsibilities delegated to the Finance Director

D	Function	Delegated to	May be sub delegated to	Relevant guidance and/or comments
D1	Ensure the compilation of an annual budget for approval by the Board.	FD	Head of Finance and Commercial who may delegate further.	
D2	Deliver a Risk Management assessment and review process and provide regular reports to the ARAC/Board.	FD	Risk Manager	As set out in the Risk Management Framework.
D3	Approval of increase to Budget Holders delegated budgets	FD	No sub delegation	Consultation with DCE required where impact of increase will affect total ONR budget
D4	Virement of budgets across main budget headings	FD	Head of Finance and Commercial	
D5	Ensure propriety and regularity by making sure ONR complies with the policy and procedures for the commitment of expenditure, procurement, and the general financial controls.	FD	Sub delegated to all budget holders through Letters of Delegation	Managing Public money (MPM) Financial Reporting Manual (FRM). HM Treasury guidance Letters of Delegation
D6	Ensure that systems of control are applied within ONR to protect against fraud and losses, of ONR resources.	FD		Managing Public money (MPM) Financial Reporting Manual (FRM). HM Treasury guidance ONR Fraud policy ONR Compliance
D7	Ensure that Board members, independent members, and staff, as appropriate, know about and understand their responsibilities within the ONR/DWP Framework, the Arrangements for Governance document, and HM Treasury Managing Public Money (MPM)	FD	Head of GEO	MPM, Framework Document Governance Document

D8	Maintain an effective system of internal financial control. (Including reconciliation processes and procedures for bank payments, payroll, charging, accounting records etc.)	FD	Head of Finance and Commercial Management and Financial Accountants Finance Staff	Government Banking service Managing Public Money, FreM ¹² HM Treasury guidance
D9	Prepare and maintain accounts, certificates, estimates, records, and reports for audit purposes	FD	Management Accountant Financial Accountant	Accounts Direction
D10	Ensure effective records are maintained for audit purposes.	FD	Management Accountant Financial Accountant Finance Staff	
D11	Provide an Annual Report and Accounts for laying before Parliament, each year in line with the Parliamentary timetable and timescale agreed with DWP	FD	Head of Finance and Commercial	Accounts direction FreM
D12	Provide regular performance reports to the Business and to the Board	FD	Head of Finance and Commercial	
D13	Ensure that an adequate system of monitoring financial performance is in place to enable ONR to fulfil its responsibility not to exceed the approved budget.	FD	Head of Finance and Commercial Financial Accountant Finance team.	Letter of Delegation
D14	Approval of transfers between budget lines and re-allocation of underspends subject to DFA limits.	FD	Head of Finance and Commercial Director as confirmed in Letter of	Letter of Delegation
D15	Ensure there are appropriate policies relating to travel and subsistence including reimbursement of expenses	FD	Head of Finance & Commercial	DWP guidance Board direction

¹² Guidance on annual reports and accounts - GOV.UK (www.gov.uk)

D16	Ensure consistent and regular receipt of debts	FD	Head of Finance and Commercial Financial Accountant Finance Staff	Letter of Delegation MPM
D17	Ensure appropriate recovery action on all outstanding debts	FD	Head of Finance and Commercial Financial Accountant Finance Staff	Letter of Delegation MPM
D18	Ensure an effective and appropriate method of time recording and other notifications is appropriate and developing with policies and procedures to support them	FD	Head of Finance & Commercial	OtiS guidance FD policies Staff Handbook
D19	Ensure income is calculated consistently and invoiced on a systematic and timely basis	FD	Head of Finance & Commercial Finance Accountant	Letter of Delegation MPM
D21	Ensure contracts are tendered through fair and open competition.	FD	Head of Finance & Commercial Head of Procurement	Letter of Delegation CGF
D22	Ensure DFA and procurement guidance is strictly adhered to in relation to expenditure on contracts.	FD	Head of Finance & Commercial Head of Procurement	Letter of Delegation CGF
D23	Ensure all invoices are paid against a valid purchase order.	FD	Head of Finance & Commercial Head of Procurement	Letter of Delegation SOP electronic agreed delegation
D24	Approval of manual payment of invoices (only where absolutely necessary)	FD	No sub delegation	Approval to be given in writing. SOP electronic
D25	Agree a Service Level Agreement with Shared Service Connections Ltd (SSCL) for operating ONR's banking facilities	FD	Head of Finance & Commercial Management	Government Banking Service
D26	Banking signatory on behalf of ONR	FD	Head of Finance & Commercial	MPM Letter of Delegation Banking contract

D27	Ensure that ONR's bank account is managed and operated in line with the Government Banking Service guidance and	FD	Head of Finance & Commercial Management Accountant	Government Banking Service Letter of Delegation
D28	Ensure authorities are in place to arrange for SSCL to open and close ONR bank accounts as appropriate and to	FD	Head of Finance & Commercial Management Accountant	Government Banking Service SSCL contract
D29	Ensure authorities are in place to allow SSCL to effect transactions on behalf of ONR	FD	Head of Finance & Commercial Management Accountant	Government Banking Service SSCL contract
D30	Ensure effective systems are in place to pay invoices promptly.	FD	Management Accountant (nominated as authorised)	Government Banking Service SSCL operate BACS
D31	Sign contract for GPC	FD	Head of Finance & Commercial	GPC policy Letter of Delegation
D32	Ensure effective payment systems and accounting procedures are in place for GPC; and that transaction limits are in	FD	Head of Finance & Commercial Head of Procurement	GPC policy Letter of Delegation
D20	Sign commercial contracts	FD Head of Finance and Commercial	May be sub delegated as per contract value – see table 2	Letter of Delegation

Corporate responsibilities delegated to the Human Resources Director

E	Function	Delegated to	May be sub delegated to	Relevant guidance and/or comments
E1	Ensure delivery of recruitment and promotion exercises following DFA approval	HR Director	Head of People Services Relevant HR Staff	People Strategy HR Policies Directorate Plans
E2	Approve appointment of individuals	HR Director	Vacancy holder	People Strategy HR Policies
E3	Terminate employment contracts/ dismiss employee	HR Director		People Strategy Staff Handbook
E4	Issue clearances for ONR staff and its supply chain	HR Director	HR People Service Delivery Leads	Staff Handbook HMG Personnel Security Controls
E5	Determine pay for individuals in accordance with Board approved pay remit	HR Director	HR policy staff	Board decision Public Sector Pay policy guidance including Senior Pay guidance.
E6	Make recommendations to the Board on ONR's pay remit in line with HM Treasury and Cabinet Office advice	HR Director		DWP consultation/ advice Public Sector Pay policy guidance including Senior Pay guidance
E7	Implement pay award subject to SLT final sign off	HR Director	Head of People Services Relevant HR staff	SOP guidance
E8	Provide a framework and process for staff to identify and undertake training and	HR Director	Learning and Development Manager	People Strategy
E9	Provide an effective staff appraisal system and provide evaluation reports on its effectiveness to the Executive and	HR Director	Head of People Services	People Strategy Staff Handbook

Corporate responsibilities delegated to the Policy and Communications Director

F	Function	Delegated to	May be sub delegated to	Relevant guidance and/or comments
F1	Ensure the compilation of an annual Corporate Plan for approval for the Board	P&CD	Head of Strategic Planning	
F2	Approval of use of ONR Logo	P&CD		
F3	Approval of internal and external communications	P&CD	Head of Communications	
F4	Deliver effective procedures for handling concerns and complaints about ONR, that are widely known across ONR and externally.	P&CD	Head of Policy	
F5	Ensure ONR complies and operates within statutory and legal requirements to demonstrate openness and transparency	P&CD	Head of Policy Head of Communications	
F6	Approval of ministerial submissions and correspondence	P&CD		
F7	Review and sign any formal or contractual agreement (as determined) with the Government Legal Department	P&CD		
F8	Business Impact Target (BIT) – approve cost benefit analysis of Non-Qualifying Regulatory Provisions or full Impact Assessments and ONR's annual BIT report	P&CD		BEIS Better Regulation Framework
F9	Development and implementation of ONR Style Guide	P&CD	Head of Communications	Applicable to P&C delivered publications. All ONR staff have a duty to follow the style guides published
F10	Approval of press releases	P&CD	Head of Communications	
F11	Approval of new Export Control Licence Applications and ONR End User/Consignee Undertakings	P&CD and the relevant Divisional Director		Requires joint approval as outlined in delegation

Corporate responsibilities delegated to the Chief Information Officer

G	Function	Delegated to	May be sub delegated to	Relevant guidance and/or comments
G1	Development and implementation of an IT Strategy	CIO		
G2	Procure IT equipment (software and hardware) following DFA approval (see financial delegations, capital expenditure),	FD or CIO	No sub delegation	
G3	Ensure staff awareness of the need to comply with ONR's IT Security policy, check adherence and instigate appropriate action for non-compliance	CIO	CISO SIAM IT Service provider	
G4	Ensure that systems of control are applied within ONR to protect against fraud and losses of IT resources including security of data (electronic and hard copy), IT equipment etc.	CIO	CISO SIAM IT Service provider	

Corporate responsibilities delegated to the Head of Governance and Executive Office/ Data Protection Officer

H	Function	Delegated to	May be sub delegated to	Relevant guidance and/or comments
H1	Provide assurance to ARAC and the CE/CNI on ONR's compliance with the UK General Data Protection Regulations.	Head of GEO		GDPR ICO guidance
H2	Monitor Data Protection Impact Assessments (DPIAs) and provide advice to CE/CNI accordingly	Head of GEO	Corporate Governance and Compliance Manager	GDPR ICO guidance
H3	Provide information, guidance, and advice to all staff on data protection obligations	Head of GEO	Corporate Governance and Compliance Manager	GDPR ICO guidance
H4	Monitor staff compliance with UK GDPR, the Data Protection Act 2018 (DPA2018) and other data protection laws and with ONR's own data protection policies	Head of GEO	Corporate Governance and Compliance Manager	GDPR ICO guidance
H5	Act as the first point of contact point for data subjects and the Information Commissioner's Office (ICO)	Head of GEO		ICO guidance

Appendix 4: Financial authorities delegated by the CE/CNI

J	Type and Level	Limit	Delegated to	May be sub delegated to	Contract sign off	Comments/ further guidance
J1	Losses and write offs	£100k -500k	DCE	No sub delegation	NA	NR Write offs and Losses policy
J2	Fruitless payments	£5k - £100k	FD	No sub delegation		All should be notified to ARAC
J3	Write off bad debts	Up to £5,000	Head of Financial & Commercial	No sub delegation	NA	
J4	Disposal of assets	Net Present Value up to 1% of ONR annual budget	FD	Head of Finance & Commercial	N/A	
J6	L&D	UK training (including conferences for training purposes) ¹³	Subject to aggregation: Career Development	No sub delegation	HR	
J7	Conferences	UK conference es	Subject to aggregation: CDM	No sub delegation	P&C Director	
J8	Relocation	No lower limit – upper limit £8,000	HR Director (unless conflict of interest, in which case DCE)	No sub delegation	CE/CNI	Applies only to new recruits in line with ONR relocation criteria. Terms are in line with HMT criteria.
J9	Provision of hospitality	Subject to G&H	Head of Finance & Commercial	No sub delegation	Host	ONR Gifts & Hospitality Policy

¹³ Where multiple numbers of staff are attending training, conferences or travelling overseas, a single submission should be made and subject to the delegation thresholds within the DFA guidance. No disaggregation will be permitted

Business travel

J	Type	Limit	Delegated to	May be sub delegated to	Contract sign off	Comments/further guidance
J10	Domestic – UK site visits and external meetings	See policy	Self-approval in accordance with Business Expenses policy	N/A	CDM assurance of compliance with policy required	Rates and limits of expenditure are in accordance with the Business Expenses policy
J11	Overseas Travel	Up to £25,000	Head of Finance & Commercial	No sub delegation	Informed by Line Manager in line with policy.	The Justification for International Travel process must be adhered to at all times and be in line with the Business Expenses policy. In all cases, approval for travel must be sought from the Technical Director.
J12		Above £25,000	DCE/EDO	FD	Director	

HR Changes / Recruitment

J	Issue for decision	Delegated to	May be sub delegated to?	Contract sign off	Comments/further guidance
J13	New posts	HRD	No sub delegation	CE/CNI	
J14	Secondments (in and out)	HRD	May be sub-delegated to Head of People Services	N/A	
J15	Replacements of existing posts	HRD	May be sub-delegated to Head of People Services	N/A	
J16	Temporary duties allowance	HRD	No sub delegation	N/A	

J17	Re-grading of posts	HRD	No sub delegation	N/A	
J18	New L&D programmes	HRD	Head of Learning and Development	N/A	

Appendix 5: Regulatory responsibilities authorised by the Chief Executive/Chief Nuclear Inspector

Delegations for the exercise of regulatory functions

Legislation	Functions	Comments
Nuclear installations Act and conditions attached to Nuclear Site Licenses	Reserved to CNI <ul style="list-style-type: none"> Granting or withdrawing a license 	Can be delegated to EDO/DCI on a case by case basis
	Delegated to EDO/DCNI <ul style="list-style-type: none"> Vary licenses Grant Consents and Approvals and Directions Vary or withdraw Consents, Approvals and Directions 	
	Delegated to Superintending Inspector <ul style="list-style-type: none"> Issue of Specifications, Agreements and Notifications Directions or Consents during a nuclear emergency 	
Ionising Radiation Regulations 2017	All functions delegated to Superintending Inspector	
Radiation (Emergency Preparedness and Public Information) Regulations 2001 (updated by REPIIR 2019)	Functions delegated as follows: <ul style="list-style-type: none"> Superintending Nuclear Inspector – regulation of nuclear submarine related sites Superintending Nuclear Inspector – regulation of nuclear weapons related sites Superintending Nuclear Inspector and Principal Nuclear Inspector – emergency arrangements programme for civil nuclear sites. 	

<p>Nuclear Safeguards Act 2000</p> <p>Nuclear Safeguards (Notification) Regulations 2004</p> <p>Nuclear Safeguards and Electricity (Finance) Act 1978</p>	<p>All functions are delegated to Divisional Director/ DCI of Civil Nuclear Security and Safeguards (CNSS) who can delegate to Superintending Nuclear Safeguards Inspectors including authority to serve notices, issue certificates</p>	
<p>Nuclear Safeguards (EU Exit) Regulations 2019 (NSR19)</p> <p>Nuclear Safeguards (Fissionable Material and Relevant International Agreements) (EU Exit) Regulations 2019</p>	<p>All functions are delegated to Divisional Director/ DCI of Civil Nuclear Security and Safeguards (CNSS) who can delegate to Superintending Nuclear Safeguards Inspectors</p> <ul style="list-style-type: none"> • Impose Particular Safeguards Provisions under Regulation 5, NSR19 • Approve all or part of an Accountancy and Control Plan under Regulation 7, NSR19 • Consent to amendment of all or part of an approved Accountancy and Control Plan under Regulation 8 • Withdraw permission for the regime of limited operation under Regulation 31, NSR19 • Request the installation of safeguards equipment under Regulation 37, NSR19 • Publication of withdrawals of qualifying nuclear material from safeguards during the preceding calendar year under Regulation 40, NSR19 • Publication of inventories of civil plutonium and uranium in the United Kingdom at the end of each calendar year under Regulation 40, NSR19 <p>Delegated to Civil Nuclear Safeguards Officer with a full warrant</p> <ul style="list-style-type: none"> • Request additional information under Regulations 10, 11, 12, 16 of NSR19 • Grant a request for the application of the regime for limited operation under Regulation 31 of NSR19 • consent to the withdrawal of nuclear 	
<p>Energy Act 2013</p>	<p>Reserved for CNI</p> <ul style="list-style-type: none"> • Issue of Inspector Warrants <p>Delegated to Superintending Nuclear Safeguards Inspector</p> <ul style="list-style-type: none"> • Power to obtain information under section 97(1) • Issue notices under Schedule 8 (as amended by the Nuclear Safeguards Act 2000) 	<p>Can be delegated to EDO</p>

<p>Nuclear Industries Security Regulations 2003</p>	<p>Delegated to Superintending Civil Nuclear Security Inspector</p> <ul style="list-style-type: none"> • Issue Directions under regulations 11,21 and 22 • Issue Approvals and Revocations of first and fresh security plans for nuclear premises made under Regulations 4, 5 and 6 • Issue Approval of transport security statements under regulation 16 <p>Delegated to Civil Nuclear Security Inspector</p> <ul style="list-style-type: none"> • Issue Approvals of amendments to security plans made under Regulation 6 • Issue Approvals of temporary security plans for nuclear premises made under regulation 8 • Issue Notifications under regulation 7 and 8 • Issue Approvals and Revocations of carriers under regulations 14 and 15 • Issue Approval of transport plans under regulation 19 • Issue Approval of transport under regulation 20(4) • Sign directions made under regulation 22 <p>Delegated to Civil Nuclear Security Inspector and Vetting Officers</p> <ul style="list-style-type: none"> • Approve or deny the Baseline Personnel Security Standard and approve, suspend, deny or withdraw National Security 	
<p>Uranium Enrichment Technology (Prohibition on Disclosure Regulations 2004</p>	<p>Delegated to the Civil Nuclear Security Inspector</p> <ul style="list-style-type: none"> • Issue authorisations, withdrawals or variations of authorisation of disclosure under regulations 4 and 5. 	
<p>Functions under the Import of Goods (Control) Order 1954</p>	<p>Delegated to the Civil Nuclear Security Inspector</p> <ul style="list-style-type: none"> • Grant licenses, modify or revoke such licenses. 	

<p>The Carriage of Dangerous Goods and Transportable Pressure Equipment Regulations 2009</p>	<p>Delegated to EDO, DCI, Transport Delivery Lead and Transport Professional Lead</p> <ul style="list-style-type: none"> • Issue Certificate or Authorisation: <ul style="list-style-type: none"> ○ under regulation 12 or 26 of the Carriage of Dangerous Goods and Transportable Pressure Equipment Regulations 2009. ○ on behalf of the Civil Aviation Authority in accordance with the Authorisation under paragraph 15 of Schedule 1 to the Civil Aviation Act 1982 and agreement under section 13(4) of HSWA made between the CAA and the Executive on 26 October 2011; ○ on behalf of the Secretary of State for Transport in accordance with the agreement under section 13(4) of HSWA made between the Secretary of State for Transport and the Executive on 28 October 2011; or ○ on behalf of the Department of the Environment (Northern Ireland) in accordance with the agreement under section 13(4) of HSWA and section 28(1) of the Northern Ireland Act 1998 made between 	
<p>Nuclear Reactors (Environmental Impact Assessment for Decommissioning) Regulations 1999</p>	<p>Reserved for CNI</p> <ul style="list-style-type: none"> • Authority to sign correspondence with Secretary of State re regulations 8(2)(c), 11(a) and 13(5) 	<p>Can be delegated to EDO/DCI on a case by case basis</p>
	<p>Delegated to EDO/DCI</p> <ul style="list-style-type: none"> • Issue of Consents for decommissioning projects 	
	<p>Delegation to Superintending Inspector</p> <ul style="list-style-type: none"> • Issue pre application opinions • Issue notices, notifications and requests for further information and evidence • Authority to determine if changes or extensions to a project will require an EIA 	

Health and safety legislation – administrative arrangements for exercise of functions

Legislation (Date order)	Provision	Who is authorised to exercise the specific functions in practice?
Employers Liability (Compulsory Insurance) Act 1969	S.4(2)b and Reg 8 authorisation	Any member of staff to whom the CNI Staff delegation or the CNI HSWA delegation applies
Dangerous Substances in Harbour Areas Regulations	Reg 36, Sch 7	Any ONR-warranted inspector holding the post of B1 Chief Inspector of Explosives
Equipment and Protective Systems etc. Regulations 1996	Schedule 14, para 2	Any inspector holding an ONR (full or H&S) warrant, and holding the post of B2 Inspector
Control of Major Accident Hazards Regulations 2015	Regs: 7(4), 7(6), 7(13), 15(1), 15(2), 17(1), 19(4), Schedule 8	Any inspector holding an ONR (full or H&S) warrant, and holding the post of B3 Inspector
	Regs: 7(12), 10(2), 10(7), 14(2), 16(1) 16(2), 16(4),	Any inspector holding an ONR (full or H&S) warrant, and holding the post of B2
	Reg: 18	Any inspector holding an ONR (full or H&S) warrant, and holding the post of B1
Pressure Equipment Regulations 1999	Reg: 24(2), Sch 8 para 4(1), para 6	Any inspector holding an ONR (full or H&S) warrant, and holding the post of B1
Manufacture and Storage of Explosives Regulations 2005	Regs: 13, 16, 17	Any ONR-warranted inspector holding the post of B1 Chief Inspector of Explosives
	Regs 11, 13 (Where Regs 13(4)(a) and 13(4)(b) apply), 14, 15, 16 (Where Regs 13(4)(a) and 13(4)(b) apply), 18, 20, 22	Any inspector holding an ONR (full or H&S) warrant, and holding the post of B2 Inspector
Fire (Scotland) Act 2005	Sections 63, 64, 65	Any inspector holding an ONR (full or H&S) warrant, and holding the post of B3 Fire Inspector
Regulatory Reform (Fire Safety) Order 2005	Articles 29, 30, 31	Any inspector holding an ONR (full or H&S) warrant, and holding the post of B3 Fire Inspector
Supply of Machinery (Safety) Regulations	Regs 21(2), 21(3)	Any inspector holding an ONR (full or H&S) warrant, and holding the post of B2

© Office for Nuclear Regulation, 2021
Any enquiries related to this document should be sent to contact@onr.gov.uk
Published June 2021