

RUTHERFORD LABORATORY

*Tabled at*

MANAGEMENT COMMITTEE FOR THE NEW INJECTOR FOR NIMROD

*10/2/75 meeting  
as example  
of PL practice*

1. MEMBERSHIP

- |                       |                                 |
|-----------------------|---------------------------------|
| Dr G H Stafford       | Chairman                        |
| Mr P Bowles           | Deputy Chairman                 |
| Mr D A Gray           | Project Manager                 |
| Mr G N Venn           | Project Officer                 |
| Dr J J Thresher       |                                 |
| Dr J M Valentine      |                                 |
| Mr P Varney           | UKAEA Contracts                 |
| Mr R S Reed           | Finance Division, London Office |
| Mr I A Learmouth      | NP Division, London Office      |
| Professor E H Bellamy | Westfield College, London       |
| Mr F M Telling        | Secretary                       |

2. TERMS OF REFERENCE

- a. To assist the Director of the Rutherford Laboratory in exercising overall supervision and control of the project to ensure completion within the approved estimate and time-scale.
- b. To receive reports from the Project Manager and the Project Officer on progress and technical aspects.
- c. To receive and examine financial statements.
- d. To consider proposals for contracts over £10,000 and to advise the Director thereon.

3. FINANCIAL PROCEDURES

- a. Commitments may be authorised in accordance with the delegated authorities provided that:
  - 1. The placing of the contract will not cause the approved estimated cost to be exceeded.
  - 2. The contract is let in accordance with procedures approved by the UKAEA Contracts Branch.
  - 3. There is nothing unusual about the proposed contract.

- b. New commitments between £1,000 and £10,000 approved under delegated powers will be reported by total number and total value at the next meeting.
- c. All proposed contracts exceeding £100,000 will be submitted by the UKAEA Contracts Branch to the SRC London Office for approval.
- d. Changes in the amounts approved by main headings in the project approval may be made only by the Management Committee. Changes within the amount of a main heading may be made by the Project Manager and must be reported at the next meeting.
- e. Allocation of funds from the contingency requires the prior approval of the Management Committee.

#### 4. FINANCIAL DELEGATIONS

##### a. General

1. In the absence of the Chairman of the Management Committee the Deputy Chairman may act for him with his full powers.
2. Exceptionally in urgent cases the Chairman or Deputy Chairman may authorise a commitment without the approval of the Committee, but details must be presented at the next meeting.

##### b. Signatory Powers

Subject to the foregoing, signatory powers are given below. Financial delegation to deputies is not allowed apart from that given in 4(a)1.

1. Over £10,000 - Dr Stafford (or Mr Bowles) after approval by the Committee subject to 4(a)2.
2. £5,000 to £10,000 - Dr Stafford (or Mr Bowles).
3. Up to £5,000 - Mr Gray.
4. Up to £2,000 - Mr Venn.
5. Up to £1,000 - As named by Mr Gray.

17 January 1973