

**From:** [Scott, Michelle](#)  
**To:** [Hutchinson, Lee-Anne](#)  
**Cc:** [McFarlane, Iain](#); [Manikpure, Francine](#); [Linton, Rachel](#)  
**Subject:** RE: Minutes - DETI HQ - RHI updated 1 Dec  
**Date:** 29 January 2016 15:45:40

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Lee-Anne

DFP is content with the minutes

Michelle

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**From:** Hutchinson, Lee-Anne  
**Sent:** 28 January 2016 11:51  
**To:** Scott, Michelle  
**Cc:** McFarlane, Iain; Manikpure, Francine; Linton, Rachel  
**Subject:** Minutes - DETI HQ - RHI updated 1 Dec

Michelle

Would you provide any suggested amendments (in tracked changes mode) relating to the RHI casework minutes to me asap. I know that you mentioned in early in December that DFP had changes but due to work commitments it had delayed them. I am hoping to get these minutes finalised and signed shortly.

Thanks  
LA

## Lee-Anne Hutchinson

Accountability & Casework  
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**From:** Hutchinson, Lee-Anne [<mailto:Lee-Anne.Hutchinson@detini.gov.uk>]

**Sent:** 21 December 2015 11:53  
**Subject:** Minutes - DETI HQ - RHI updated 1 Dec

Michelle

I was wondering if DFP will have their draft comments regarding the RHI minutes with us this week.

Thanks  
LA

## Lee-Anne Hutchinson

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**From:** Hutchinson, Lee-Anne [<mailto:Lee-Anne.Hutchinson@detini.gov.uk>]  
**Sent:** 10 December 2015 11:21  
**Subject:** RE: Minutes - DETI HQ - RHI updated 1 Dec

Michelle

That's no problem next week will be fine. I was going to try and get them signed this week as I am off for a few days next week but if you would have them in by Wednesday 16 December that would be great.

Thanks  
LA

## Lee-Anne Hutchinson

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**From:** Scott, Michelle

**Sent:** 10 December 2015 11:17

**To:** Hutchinson, Lee-Anne; Morelli, Emer; Millar, Angela (DFP); McNally, Noel

**Cc:** McFarlane, Iain; Manikpure, Francine; Linton, Rachel

**Subject:** RE: Minutes - DETI HQ - RHI updated 1 Dec

Lee-Anne

We will have comments on the attached minutes, however given current work pressures in DFP I cannot guarantee we will get these through for tomorrow's deadline.

I will try and get something through early next week

Michelle

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**From:** Hutchinson, Lee-Anne

**Sent:** 09 December 2015 11:02

**To:** Morelli, Emer; Scott, Michelle; Millar, Angela (DFP); McNally, Noel

**Cc:** McFarlane, Iain; Manikpure, Francine; Linton, Rachel

**Subject:** Minutes - DETI HQ - RHI updated 1 Dec

Dear All

This is a reminder about the RHI casework minutes. I would be grateful if you would provide a consolidated response from DFP of any suggested changes by cop Friday 11<sup>th</sup> December or a nil response will be assumed.

Many thanks

LA

**Lee-Anne Hutchinson**

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**From:** Hutchinson, Lee-Anne [<mailto:Lee-Anne.Hutchinson@detini.gov.uk>]

**Sent:** 01 December 2015 14:20

**Subject:** Minutes - DETI HQ - RHI updated 1 Dec

Dear All

Please find attached the minutes iro the RHI casework meeting which was held on 21 October 2015. I would be grateful if you would review your comments and provide any suggested changes in tracked changes mode, please provide a consolidated response from DFP.

Many thanks

LA

**Lee-Anne Hutchinson**

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