

**From:** Willis, Adele  
**Sent:** 07 November 2016 16:05  
**To:** Martinos, Aideen  
**Cc:** Wightman, Stuart  
**Subject:** FW: Assurance Statement  
**Attachments:** HOD Assurance Statement - Annex 1.docx

Aiden,  
Please see attached signed assurance statement.  
Thanks,

## Adele Willis

Energy Efficiency  
Department for the Economy  
Netherleigh  
Massey Avenue  
Belfast, BT4 2JP  
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**From:** Wightman, Stuart  
**Sent:** 07 November 2016 15:51  
**To:** Willis, Adele  
**Subject:** FW: Assurance Statement

Adele

I am content to sign-off.

Thanks, stuart

## Stuart Wightman

Energy Efficiency  
Department for the Economy  
Netherleigh  
Massey Avenue  
Belfast, BT4 2JP

Tel: 028 9052 9425 (ext: 29425)

Mob: Personal information redacted by the RHI Inquiry

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**From:** Willis, Adele  
**Sent:** 07 November 2016 15:49  
**To:** Wightman, Stuart  
**Subject:** FW: Assurance Statement

Stuart,  
Please confirm you are content to sign off on the attached.  
Thanks  
Adele

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**From:** Martinos, Aideen  
**Sent:** 07 November 2016 14:52  
**To:** McCann, Brendan; Woods, Michael (DfE); McCutcheon, Joanne; Connolly, Jackie; Wharry, Jill; Camplisson, Michael; Annett, Emma; Daly, Conall; Lavery, Mary; Willis, Adele; Bryans, Paul (DfE); O'Hara, Frances; Langtry, Mervyn; McCausland, Fiona  
**Cc:** Donaldson, Linda (DfE); Martin, Michael; Walker, Deborah; Hunsdale, Mandy  
**Subject:** Assurance Statement

Dear All

Please could you complete the HOD Assurance Statement; a Grade 5 electronic signature is required by cop Wednesday 9<sup>th</sup> November 2016.

Regards

Aideen

**Annex 1**

**HOD ASSURANCE STATEMENT FOR JANUARY 2017 MONITORING  
(DEL, AME & NON BUDGETS)**

In my capacity as Director/CEO for Energy Renewables (Division/ALB), I have reviewed the forecasts of in year expenditure and receipts which identifies reduced requirements/bids for the January monitoring exercise. I am satisfied that the forecasts are the most accurate that can be provided at this stage of the year and that any required changes to my budget have been put forward in the January monitoring round.

I am also satisfied that High Level Impact Assessment forms (or a nil return) have been completed and forwarded to Financial Management Branch for pressures and easements that will have a negative or positive impact on any group within the nine S75 equality categories.



Signed \_\_\_\_\_ (Director/CEO)

Date 7/11/16