

**From:** Willis, Adele  
**To:** [Wightman, Stuart](#)  
**Cc:** [Marten, Lucy](#)  
**Subject:** FW: HPRM: FW: October 2016 Monitoring Timetable - Note to Directors  
**Date:** 17 August 2016 11:41:00  
**Attachments:** [image001.gif](#)  
[RHI payments- High-level impact assessment pro forma.DOCX](#)  
[Renewable Electricity - High level impact assessment pro forma.DOCX](#)  
[Energy Renewables Monitoring Round Forms - Aug 2016.XLSX](#)  
**Importance:** High

---

Stuart,

David Conliffe just phoned to say he had advised me incorrectly re: the DP accountant salary and we should in fact allow for it in our monitoring.

HR have agreed to forward anticipated salary costs to me and I have advised Linda Donaldson that a further amendment to our monitoring round form will be forwarded later today.

I will forward the amended form for your approval.

Thanks

Adele

---

**From:** Willis, Adele  
**Sent:** 17 August 2016 10:54  
**To:** DfE Financial Management Branch  
**Cc:** McMurray, Stephen; Brankin, Bernie; Donaldson, Linda (DfE); Stewart, Chris (DFE); Thompson, Sandra; Dolaghan, Paul; McBriar, Trevor; Marten, Lucy; Lavery, Mary; Wightman, Stuart  
**Subject:** HPRM: FW: October 2016 Monitoring Timetable - Note to Directors  
**Importance:** High

Further to my conversation with Linda Donaldson this morning please find attached amended monitoring round form reflecting the requirement for £2000 to be allocated to the Renewable Heat GAE(new record). I also attach completed High Level Impact Assessment (HLIA) pro forma for the £100k Renewable Electricity pressure and £32.4m RHI pressure. Very few of the questions are relevant given that both RHI schemes are now closed but when they were open, they were available to all businesses and households (i.e. all the S75 groups). The HLIA for the £250k RHI Investigatory work will follow.

As discussed at your meeting with Stuart on Friday, we have included:

(1) £32.4m pressure for committed RHI payments - the Department plans to consult on cost control options for the Non-domestic RHI scheme in the autumn but any measures that might be taken forward from this will require legislation and will not be in place in time to affect the RHI pressures this financial year (2016/17).

(2) reallocation of £240k for PWC RHI investigation

(3) £100k pressure for External Study on Renewables

(4) £52k easement of FTC because EnergyWise has been deferred.

(5) reallocation of salaries costs between Energy Renewables Branches and between the two energy divisions

This has been approved by Stuart Wightman.

If you have any queries please contact either myself or Stuart Wightman.

Regards

**Adele Willis**

Renewable Heat  
Department for the Economy  
Netherleigh  
Massey Avenue  
Belfast, BT4 2JP  
Tel: 028 9052 9898 (ext: 29898)  
TextRelay: 18001 028 9052 9898  
Web: [www.economy-ni.gov.uk](http://www.economy-ni.gov.uk)

cid:image001.gif@01D1F874.A7AF8DD0



[NI Year of Food & Drink 2016](#)

**Please consider the environment - do you really need to print this e-mail?**

-----Original Message-----

From: DfE Financial Management Branch

Sent: 05 August 2016 16:28

To: Cooper, Trevor; Croskery, Yvonne; Dukelow, Victor; Harrison, Beverley; Ingram, June; Jack, Colin; Johnston, Wendy; Kerr, Jackie; McIvor, Mary; McLean, Diarmuid; Thompson, Mike; Clydesdale, Alison; Gould, Michael; Monds, Richard; Woods, Michael (DfE); Connolly, Jackie; McFarlane, Iain; McCann, Brendan  
Cc: Quail, Andrea; Brankin, Bernie; Donaldson, Linda (DfE); Martin, Michael; Partridge, Jeff; McMurray, Stephen

Subject: October 2016 Monitoring Timetable - Note to Directors

Importance: High

Laura

For Energy Co-ordination for appropriate action please and BF for my return from leave Many thanks June

All Directors & CPG Grade 7s

Please forward the attached note to the Budget Holders in your Division.

Regards,

Financial Management Branch  
Department for the Economy  
Adelaide House  
39-49 Adelaide Street  
Belfast, BT2 8FD

Web: [www.economy-ni.gov.uk](http://www.economy-ni.gov.uk)

**High-Level impact assessment pro forma – Monitoring of Expenditure 2016-17**

Business/ NDPB Energy Renewables    Date 16 August 2016

Contact person Stuart Wightman

Description of funding proposal including aim/objective

**Committed RHI Payments**

Committed expenditure under the NI Renewable Heat Incentive (RHI) Scheme in 2016/17 is forecast to be £51.7m against an AME allocation of £18.3m, leaving a budget pressure of £32.4m to be met from the NI Block. Following closure of the RHI schemes in February 2016, the Department is now committed to making annual RHI payments to 2,128 businesses and 2,721 households with accredited installations

1. Will the funding proposal impact differently on any group within the nine S75 equality categories?

	<b>Positive</b>	<b>Negative</b>	<b>Neutral</b>	<b>Description of impacts</b>	<b>Evidence used</b>
Gender			X	N/A	Both RHI schemes were closed to new applications in February 2016 due to budgetary pressures. Both RHI schemes were available to all households and businesses in NI so there were no differential impacts to any of the S75 groups.
Religion			X	See above	See above
Race			X	See above	See above
Political Opinion			X	See above	See above

	Positive	Negative	Neutral	Description of impacts	Evidence used
Sexual Orientation			X	See above	See above
Marital Status			X	See above	See above
Disability			X	See above	See above
Dependents			x	See above	See above
Age			x	See above	See above

3. (a) If the impacts identified are potentially positive or neutral please consider whether any further adjustments could be made that would increase equality of opportunity for groups within any of the Section 75 categories.

Both RHI schemes were closed to new applications in February 2016 due to budgetary pressures. Both RHI schemes were available to all households and businesses in NI so there were no differential impacts to any of the S75 groups.

No adjustments are therefore necessary.

- (b) If any of the impacts are negative you MUST provide evidence of consideration of all possible mitigations or policy alternatives that were considered, including data or evidence sources where available, and justification of any decision to proceed despite the negative impacts.

N/A

4. Will the funding proposal have impacts on individuals, groups or areas suffering from poverty and/or social exclusion?

Positive  Negative  No impact/neutral

Description of Impacts:  
N/A

5a. Does the funding proposal provide an opportunity to promote good relations between people of different:

	Yes	No	Description of way(s) in which good relations is/could be promoted
Race		N	N/A
Religion		N	N/A
Political Opinion		N	N/A
Sexual orientation		N	N/A
Persons with a disability and persons without		N	N/A

5b. Could the funding proposal inadvertently inhibit or damage good relations between groups within any of the above categories?

NO  YES   
(if yes, please provide description below, and justification for proceeding, notwithstanding the impact)

N/A

6. Will the funding proposal have impacts on the promotion of sustainable development and if so, how?

Positive

Negative

No impact/neutral

Description of Impacts:

The RHI schemes were introduced in pursuit of the Executive's Strategic Energy Framework (SEF) target to deliver 10% of NI's heating needs through renewable heating technologies. Replacing fossil fuels with renewables will also contribute to Greenhouse Gas reduction.

The Department is required to make RHI payments to installations accredited under both schemes. The funding will ensure all accredited domestic and non-domestic RHI installations will receive payments for the eligible renewable heat they have generated.

## Notes for completion of form:

1. Provide a brief description of the funding proposal you are considering, together with an explanation of the aim or objective it is designed to fulfill. A title alone will not suffice. Think SMART. Aim for a single jargon free sentence which will allow someone with no prior knowledge of the area to grasp what you intend to achieve through the allocation.
2. This is a high-level equality impact consideration known as a High Level Impact Assessment or HLIA which has been designed, and agreed by the Equality Commission, for the purposes of mainstreaming equality considerations arising from statutory equality duty in S75(1) of the Northern Ireland Act 1998 into the Priorities and Budget process. It does not use the detailed S75 EQIA methodology, as it is designed for use at a higher level and earlier in the process than a full EQIA. Where the topic under consideration is a policy, it MUST be subject to equality screening and, if necessary, impact assessment at a later stage. Where impacts are positive or negative, this high level form requires you to provide evidence of impacts or summarise the data considered so far where it is available. If data is not yet available, use this column to provide a brief explanation of your reasons for identifying the impacts you have noted in column 4 (such as an outline of your background knowledge or similarities to impacts in other policy areas). The availability of data will strengthen your case. In particular, some evidence or data will usually be needed to justify carrying on with a policy or allocation which has potential negative equality impacts. If data is not available in such a case, you will need extremely strong justification, and should indicate what you propose to do to obtain data, and when. The evidence base for your proposal should be summarised briefly on this form and copies kept with your own records. Departmental Equality Units will advise on your proposal's classification into one of the following categories.
  - 3 Major and very positive equality impacts supported by evidence.
  - 2 Positive equality impacts, supported by evidence.
  - 1 Minor positive equality impacts or assertion of positive impacts unsupported by any evidence.
  - O Neutral equality impacts
  - N Negative equality impacts which require justification



**Please note: a positive impact on the whole population is *not* a positive equality impact. The form seeks information about positive and negative *differential* impacts on equality, in other words, where one or more groups within equality categories will benefit more, or suffer a greater disadvantage than the population at large.**

3. Question 3a asks you to think creatively about whether you can further promote equality of opportunity for any other S75 group, via this policy/funding decision. If so, you should write up a brief explanatory note, for example outlining measures which could increase access amongst minority ethnic communities or by people with disabilities. You should make it clear whether these additional measures will be actioned as part of the proposal under consideration, or whether they are speculative.

Question 3b is one of the most important in the pro forma. A negative impact does not mean that you cannot proceed with the policy or proposed allocation. However, it must be mitigated or an alternative found, if at all possible. In the last resort, the negative impact must be weighed against all other factors and may be justified.

4. Tackling poverty and promoting social inclusion considerations (previously New TSN) requires the skewing of money and resources to those individuals (e.g. unemployed / long-term unemployed; low/no educational qualifications or skills), groups (e.g. people with a disability; lone parents; older people) and areas (e.g. those scoring high on measures of multiple deprivation) in greatest objective need. If the target or funding proposal has a positive impact in terms of tackling poverty and/or social inclusion, this will count in its favour when Ministerial decisions are made. Explain how and to what extent the measure will have an impact, and whether it is positive or negative.
5. S75 (2) of the N.I. Act 1998 requires a public authority to consider whether a proposal provides an opportunity to better promote good relations within 3 of the 9 S75 (1) equality criteria or may inadvertently inhibit or damage them. This is an opportunity to consider the wider context of the policy, and any collateral benefits, which may be gained. Given the current policy [*A Shared Future*, 21 March 2005] and the wider desirability of promoting good relations, this pro forma also asks whether there is an opportunity to promote good relations between persons within two other S75 (1) categories who may benefit from similar measures, namely people of different sexual orientation and people with and without disabilities. It is important to think proactively and creatively about this question, as promoting good relations requires fresh thinking and sensitivity to potential damage that may be caused. There will be positive S75(1) impacts where positive measures are identified but they should also be mentioned here.

6. You should note that failure to fill in questions 2, 3 and 5 (insofar as it reflects s. 75(2)) of this pro forma may demonstrate failure to comply with your statutory duties. It also prevents Ministers from effectively complying with their statutory duties in relation to your proposals. Accordingly, if this pro forma is not completed, your PSA, bid or other documentation will be returned to you without consideration, and no decision will be taken in relation to it. If you need any assistance in relation to this form, please contact your Departmental Equality Unit.
  
7. Similarly, failure to complete question 6 may be taken as an indication that you have not complied with your statutory duty in terms of sustainable development. It will be necessary to engage a reasonable degree of proportionality between economic, social and environmental considerations in responding to identified impacts. But sufficient justification of conclusions should be included to make the rationale behind the judgment clear.

**High-Level impact assessment pro forma – Monitoring of Expenditure 2016-17**

Business/ NDPB Energy Renewables    Date 16 August 2016

Contact person Stuart Wightman

Description of funding proposal including aim/objective

£100k of funding to commission external study to inform future renewables policy in NI. This study will inform the Department's long term energy policy to be included in the Strategic Energy Framework (SEF).

1. Will the funding proposal impact differently on any group within the nine S75 equality categories?

	<b>Positive</b>	<b>Negative</b>	<b>Neutral</b>	<b>Description of impacts</b>	<b>Evidence used</b>
Gender			X	N/A	The study will inform long term policy proposals which will be included in the SEF. Individual policy measures will be screened for equality impact on the S75 groups.
Religion			X	As Above	As Above
Race			X	As Above	As Above
Political Opinion			X	As Above	As Above
Sexual Orientation			X	As Above	As Above
Marital Status			X	As Above	As Above

	<b>Positive</b>	<b>Negative</b>	<b>Neutral</b>	<b>Description of impacts</b>	<b>Evidence used</b>
Disability			X	As Above	As Above
Dependents			X	As Above	As Above
Age			X	As Above	As Above

3. (a) If the impacts identified are potentially positive or neutral please consider whether any further adjustments could be made that would increase equality of opportunity for groups within any of the Section 75 categories.

The study will inform long term policy proposals which will be included in the SEF. Individual policy measures will be screened for equality impact on the S75 groups.

No adjustments are therefore necessary.

- (b) If any of the impacts are negative you MUST provide evidence of consideration of all possible mitigations or policy alternatives that were considered, including data or evidence sources where available, and justification of any decision to proceed despite the negative impacts.

The study will inform long term policy proposals which will be included in the SEF. Individual policy measures will be screened for equality impact on the S75 groups.

No adjustments are therefore necessary.

- 4. Will the funding proposal have impacts on individuals, groups or areas suffering from poverty and/or social exclusion?

Positive

Negative

No impact/neutral

Description of Impacts:

N/A

5a. Does the funding proposal provide an opportunity to promote good relations between people of different:

	Yes	No	Description of way(s) in which good relations is/could be promoted
Race		N	N/A
Religion		N	N/A
Political Opinion		N	N/A
Sexual orientation		N	N/A
Persons with a disability and persons without		N	N/A

5b. Could the funding proposal inadvertently inhibit or damage good relations between groups within any of the above categories?

NO  YES   
(if yes, please provide description below, and justification for proceeding, notwithstanding the impact)

N/A

6. Will the funding proposal have impacts on the promotion of sustainable development and if so, how?

Positive

Negative

No impact/neutral

Description of Impacts:

The NIRO was introduced in pursuit of the Executive's Strategic Energy Framework (SEF) target to deliver 40% of NI's electricity consumption through renewable sources by 2020. Replacing fossil fuels with renewables will also contribute to Greenhouse Gas reduction.

The study will examine long term policy options going forward including on whether a successor scheme to NIRO is needed.

## Notes for completion of form:

1. Provide a brief description of the funding proposal you are considering, together with an explanation of the aim or objective it is designed to fulfill. A title alone will not suffice. Think SMART. Aim for a single jargon free sentence which will allow someone with no prior knowledge of the area to grasp what you intend to achieve through the allocation.
2. This is a high-level equality impact consideration known as a High Level Impact Assessment or HLIA which has been designed, and agreed by the Equality Commission, for the purposes of mainstreaming equality considerations arising from statutory equality duty in S75(1) of the Northern Ireland Act 1998 into the Priorities and Budget process. It does not use the detailed S75 EQIA methodology, as it is designed for use at a higher level and earlier in the process than a full EQIA. Where the topic under consideration is a policy, it MUST be subject to equality screening and, if necessary, impact assessment at a later stage. Where impacts are positive or negative, this high level form requires you to provide evidence of impacts or summarise the data considered so far where it is available. If data is not yet available, use this column to provide a brief explanation of your reasons for identifying the impacts you have noted in column 4 (such as an outline of your background knowledge or similarities to impacts in other policy areas). The availability of data will strengthen your case. In particular, some evidence or data will usually be needed to justify carrying on with a policy or allocation which has potential negative equality impacts. If data is not available in such a case, you will need extremely strong justification, and should indicate what you propose to do to obtain data, and when. The evidence base for your proposal should be summarised briefly on this form and copies kept with your own records. Departmental Equality Units will advise on your proposal's classification into one of the following categories.
  - 3 Major and very positive equality impacts supported by evidence.
  - 2 Positive equality impacts, supported by evidence.
  - 1 Minor positive equality impacts or assertion of positive impacts unsupported by any evidence.
  - O Neutral equality impacts
  - N Negative equality impacts which require justification



**Please note: a positive impact on the whole population is *not* a positive equality impact. The form seeks information about positive and negative *differential* impacts on equality, in other words, where one or more groups within equality categories will benefit more, or suffer a greater disadvantage than the population at large.**

3. Question 3a asks you to think creatively about whether you can further promote equality of opportunity for any other S75 group, via this policy/funding decision. If so, you should write up a brief explanatory note, for example outlining measures which could increase access amongst minority ethnic communities or by people with disabilities. You should make it clear whether these additional measures will be actioned as part of the proposal under consideration, or whether they are speculative.

Question 3b is one of the most important in the pro forma. A negative impact does not mean that you cannot proceed with the policy or proposed allocation. However, it must be mitigated or an alternative found, if at all possible. In the last resort, the negative impact must be weighed against all other factors and may be justified.

4. Tackling poverty and promoting social inclusion considerations (previously New TSN) requires the skewing of money and resources to those individuals (e.g. unemployed / long-term unemployed; low/no educational qualifications or skills), groups (e.g. people with a disability; lone parents; older people) and areas (e.g. those scoring high on measures of multiple deprivation) in greatest objective need. If the target or funding proposal has a positive impact in terms of tackling poverty and/or social inclusion, this will count in its favour when Ministerial decisions are made. Explain how and to what extent the measure will have an impact, and whether it is positive or negative.
5. S75 (2) of the N.I. Act 1998 requires a public authority to consider whether a proposal provides an opportunity to better promote good relations within 3 of the 9 S75 (1) equality criteria or may inadvertently inhibit or damage them. This is an opportunity to consider the wider context of the policy, and any collateral benefits, which may be gained. Given the current policy [*A Shared Future*, 21 March 2005] and the wider desirability of promoting good relations, this pro forma also asks whether there is an opportunity to promote good relations between persons within two other S75 (1) categories who may benefit from similar measures, namely people of different sexual orientation and people with and without disabilities. It is important to think proactively and creatively about this question, as promoting good relations requires fresh thinking and sensitivity to potential damage that may be caused. There will be positive S75(1) impacts where positive measures are identified but they should also be mentioned here.

6. You should note that failure to fill in questions 2, 3 and 5 (insofar as it reflects s. 75(2)) of this pro forma may demonstrate failure to comply with your statutory duties. It also prevents Ministers from effectively complying with their statutory duties in relation to your proposals. Accordingly, if this pro forma is not completed, your PSA, bid or other documentation will be returned to you without consideration, and no decision will be taken in relation to it. If you need any assistance in relation to this form, please contact your Departmental Equality Unit.
  
7. Similarly, failure to complete question 6 may be taken as an indication that you have not complied with your statutory duty in terms of sustainable development. It will be necessary to engage a reasonable degree of proportionality between economic, social and environmental considerations in responding to identified impacts. But sufficient justification of conclusions should be included to make the rationale behind the judgment clear.

+ 1 excel