

From: Willis, Adele
To: [Wightman, Stuart](#)
Subject: FW: HPRM: FW: October 2016 Monitoring Timetable - Note to Directors
Date: 23 August 2016 17:37:00
Attachments: [image001.gif](#)
[Energy Renewables Monitoring Round Forms - Aug 2016.XLSX](#)
Importance: High

Stuart,

As discussed please see updated monitoring round form for you approval.

The amendments were necessary following spreadsheet checks which identified that:

- the new G7 against Renewable Electricity cc11081 had not been included in the overall Renewable Electricity salary resulting in the easement against cc11081 changing from -£19,000 to -£2,000;
- and the DP accountant against RHI cc11083 had been partially double counted. The correction has resulted in the overall requirement for RHI salary reducing from £367,000 to £355,000. The result of this amendment is that the transfer required from Energy Efficiency salaries is reduced from £360,000 to £355,000(amended on the UOB tab) resulting in -£5000 easement from Energy Efficiency salaries cc11082 and the transfer of £7000 (removed from the UOB tab) from Energy Efficiency Salaries to RHI salaries is no longer necessary.

Happy to discuss.

Thanks

Adele

From: Willis, Adele
Sent: 18 August 2016 15:07
To: Donaldson, Linda (DfE)
Cc: Wightman, Stuart
Subject: FW: HPRM: FW: October 2016 Monitoring Timetable - Note to Directors
Importance: High

Linda,

As discussed I amended figures on line 6 of the monitoring form attached and will forward an inter-departmental transfers monitoring round form on Monday.

Happy to discuss.

Thank you,

Adele

From: Willis, Adele
Sent: 17 August 2016 14:54
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: FW: HPRM: FW: October 2016 Monitoring Timetable - Note to Directors
Importance: High

Please disregard previous emails and see attached return for Energy Renewables Division.

Further to my conversation with Linda Donaldson please find attached amended monitoring round form reflecting the requirement for £2000 to be allocated to the Renewable Heat GAE(new record) and changes to salary allocations under RHI . 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 HRIA 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

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-----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

+ 1 excel

From: [Wightman, Stuart](#)
To: [Linton, Rachel](#)
Cc: [Conliffe, David](#); [Thompson, Sandra](#); [Willis, Adele](#)
Subject: FW: DP Accountant payments/ accruals
Date: 25 August 2016 11:40:45
Attachments: [image001.gif](#)
Importance: High

Rachel

In David's absence, I was wondering if someone else could provide some clarification around the terms of the external DP accountant that Finance Division recruited for Renewables Division. We need clarification around:

- (i) What are the agreed working hours? (i.e. is it a standard 37.5 hour week?)
- (ii) What are the agreed arrangements for bank holidays or leave? Do we pay for them?
- (iii) What are the agreed arrangements in terms of expenses / travel?

Although the Accountant is working for and being funded by Renewables Division, they were recruited by Finance Division so we don't have sight of the contract between the Dept and Apple Recruitment.

Happy to discuss.

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
TextRelay: 18001 028 9052 9425
Web: www.economy-ni.gov.uk



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From: Wightman, Stuart
Sent: 25 August 2016 10:14
To: Conliffe, David
Cc: Willis, Adele; Marten, Lucy
Subject: FW: DP Accountant payments/ accruals
Importance: High

David

I have just approved payment for [Personal information redacted by the RHI Inquiry] first week. For profiling purposes, we need to be clear what hours we've agreed (i.e. is it a standard 37.5 hour week) in the contract with Apple Recruitment and whether she will be entitled to leave, bank holidays, etc.

Can I therefore please ask for confirmation of the agreed hours? We will also need a copy of the Business Case and Contract for our files since we are paying for [Personal information redacted by the RHI Inquiry] out of the RHI Cost Centre.

Happy to discuss.

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]

TextRelay: 18001 028 9052 9425

Web: www.economy-ni.gov.uk



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From: Thompson, Sandra
Sent: 25 August 2016 10:00
To: Wightman, Stuart
Cc: Willis, Adele; Lavery, Mary
Subject: DP Accountant payments/ accruals
Importance: High

Hi Stuart – In Adele's absence, for accruals/ profiling purposes can you confirm arrangement re payments to Apple Recruitment iro the DP Acct. Is it a standard 37.5hr week and what are arrangements re leave and bank holidays?

Thanks

Sandra