

**CONCLUSION**

118) As a result of there being ten experienced economists within the branch, there is an excellent awareness of all the relevant guidance necessary to complete EAs and PPEs. Furthermore, as members of staff are professionally trained in relation to EAs and PPEs, it can be concluded that there are satisfactory processes in place to meet DAO (DFP) 06/12 requirements.

**ENERGY DIVISION**

119) DETI's Energy Division completed 9 EAs and 6 PPEs in the period April 2012 to March 2013. The results of the process review indicate the following:

**OVERVIEW**

120) Energy Division confirmed that they are aware of the need to conduct EAs and PPEs for all expenditure within delegated limits. However PPEs are not considered appropriate for such things as venue hire, catering costs etc. EAs and PPEs are usually completed at SO/DP level, checked by a Grade 7 and signed-off by a Grade 5 – where appropriate Departmental economists are also asked for advice. There appears to be no formal mechanism with which to disseminate recommendations made within a PPE. However, PPEs are circulated between the various branches and where appropriate to the wider Division to highlight/disseminate lessons learned. Where recommendations lead to further work, the PPE is attached to the new business case to ensure this is in line with recommendations. The need for a PPE will be flagged within a contracts spreadsheet which the branch maintains and reviews quarterly.

**GUIDANCE**

121) Staff are aware of and have used the DETI Financial and Operating Procedures Manual, NIGEAE, DFP use of external consultants guidance as well as the economic appraisal and PPE pro-formas available on the DETI Intranet.

**TRAINING**

122) Staff are made aware of the appropriate procedures/ guidance or pro- forma's via their own experience, the experience of other members of staff, reference to the DETI Financial and Operating Procedures manual, via the DETI intranet or from economist advice. Staff are made aware of the available training through an annual circulation of a training needs template and encouraged to undertake training where appropriate.

**USE OF CONSULTANTS**

123) Energy branch confirmed that consultants are used to carry out EAs and PPEs within delegated limits if an independent assessment is needed or where specialist knowledge / expertise are required.

**DELEGATED LIMITS/ APPROVAL LEVELS**

124) Energy branch are aware of the delegated limits/approval levels that apply and are aware of the requirement to have sign-off prior to committing expenditure.

125) If required Energy branch staff would consult the DETI financial procedures manual, NIGEAE guidance available on the DFP website or with Accountability and Casework Branch for information on delegated limits/ approval levels.

### **CONCLUSION**

126) There appears to be a good awareness of the appropriate guidance to use when completing EAs and PPEs. Staff are made aware of the training available and are aware of whom to contact if further guidance is required regarding delegated limits/approval levels. Therefore, it can be concluded that there are satisfactory processes in place within Energy Division to meet DAO (DFP) 06/12 requirements.

### **BUSINESS REGULATION DIVISION (BRD)**

127) Business Regulation Division completed 3 EAs and 4 PPEs in the period April 2012 to March 2013. The results of the process review indicate the following:

### **OVERVIEW**

128) BRD confirmed that EAs and PPEs are carried out for all expenditure within delegated limits. EA's/PPE's are completed at SO level, with guidance from ASU within DETI; then passed to either a DP or Grade 7 for consideration before referral to G5 for approval. Whilst there is no formal mechanism to alert staff when a PPE is due, staff within BRD are aware that all funded projects must have a corresponding PPE. Lessons learned are not shared within the branch however these are considered when drafting terms of reference and specification schedule for future tendering exercises.

### **GUIDANCE**

129) Staff are aware of and have used the economic appraisal and PPE pro-formas available on the DETI intranet, NIGEAE, DETI Financial and Operating Procedures Manual and also the DFP Use of External Consultants Guidance.

### **TRAINING**

130) Personnel are made aware of guidance through their own experience and that of other members of staff. Staff would also consult with the DETI Financial and Operating Procedures Manual and the DETI intranet or would seek economist advice. In addition to this staff have also availed of external training.

### **USE OF CONSULTANTS**

131) BRD confirmed that consultants are not used to carry out EAs and PPEs within delegated limits.

### **DELEGATED LIMITS/ APPROVAL LEVELS**

132) BRD are aware of the delegated limits/approval levels that apply to their Division and are aware of the requirement to have sign-off prior to committing expenditure. If required BRD would consult the DETI intranet for guidance regarding delegated limits/approval levels.