



From: Celine Murray
Central Liaison Unit

Date: 4 December 2013

To: DETI HODs / Grade 6s
DETI Sponsor Branches

cc: copy distribution list below

**PERFORMANCE MONITORING TO QUARTER-END 31 DECEMBER 2013:
DETI CORPORATE PLAN 2011-15 & DETI OPERATING PLAN 2013/14**

Introduction

1. This memo commissions the performance monitoring exercise for the DETI Corporate Plan (2011-15) and DETI Operating Plan (2013/14) targets to quarter end 31 December 2013.
2. The Q3 performance outturn will be presented to the February 2014 meeting of the DETI Departmental Board. It will then be presented to the Minister for consideration and approval.

Monitoring Templates

3. Templates A - D attached provide the detail of the DETI Corporate Plan 4-year targets (column A). The PfG Commitments embodied within the Corporate Plan, together with references to the Economic Strategy, are highlighted for ease of reference (template A only).
4. Where applicable, the templates are annotated with 'targets achieved' based on the information received from previous in-year performance monitoring exercises. You should however, check all areas within your responsibility, making track changes, if appropriate.

Action

5. Please complete all columns for templates A - D against the 2011-15 and 2013/14 targets, as appropriate. The reporting of "status" is on the four traffic light classification system (RAG – see **Annex A**).

Slippage Reports – Requirement by DETI Departmental Board

6. If RAG status is reported as amber or red in any of the columns C, D or E, a "slippage" pro-forma must be completed (**Annex B**). This is required by the Departmental Board. **Feedback from the November 2013 Departmental Board requires each slippage report to show the RAG status for both the quarter-end and the Corporate Plan-end periods.** The forms at Annex B have been amended to reflect this.
7. You should record the Q3 progress against each individual target as follows:-

DT1/13/0208950

Template A

Corporate Plan targets (column A*) – complete columns **E** and **G**.
Operating Plan targets (column B) – complete columns **C, D, G**.

Templates B, C & D

Corporate Plan targets (column A*) – complete columns **E** and **F**.
Operating Plan targets (column B) – complete columns **C, D, F**.

* There may be some variation where Corporate Plan targets have a completion date before March 2015.

8. Please ensure that you report progress against all relevant targets across the templates for your respective business areas. **Feedback from the November 2013 Departmental Board requires the “RAG status” and “commentary” columns (D - G), to be completed for all Corporate and Operating Plan targets. In addition, the commentary must address the impact of all red and amber RAG ratings.**

DETI Sponsor Branches & NDPB Monitoring Returns

9. DETI Sponsor Branches must commission, co-ordinate and sign-off the returns from respective NDPBs **before** returning these to DETI CLU by the required deadline. Sponsor Branches should allow adequate time for checking the NDPB returns, ensuring that these fully meet the requirements as per paragraphs 5 – 8 above.

Reporting on PfG Commitments

10. It is anticipated that OFMDFM will commission an exercise towards end December 2013 on Q3 progress against the PfG Delivery Plans. DETI EPD colleagues lead on the reporting of DETI PfG Delivery Plans.

Update of Branch Plans


11. You are reminded that individual DETI business area Branch Plans should also now be updated and monitored to Q/E 31 December 2013.

Date for Return

12. All responses (as per paras 5 – 9 above), should be forwarded to clumailbox@detini.gov.uk and cc'd to jacquirose@detini.gov.uk by **Noon, Monday, 20 January 2014**. Any queries about this exercise should, in the first instance, be directed to Jacqui (29265).

[Signed]

CELINE MURRAY

 29300

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cc: David Sterling
David Thomson
Eugene Rooney
David McCune
Phil Rodgers
Alistair Pyper
Danny Corr (Sponsor Branch, Invest NI)
Jill Hawthorne (Sponsor Branch, NITB)
Garvin Loughrin (Sponsor Branch, CCNI)
Marese McCormick (Sponsor Branch, HSENI)
Deirdre Mullan (HSENI)
Gary Cushnahan (Invest NI)
Marc Hazleton (NITB)
Don Leeson (CCNI)
Jacqui Rose

DT1/13/0208950

EXPLANATION OF TRAFFIC LIGHT SYSTEM

GREEN	<ul style="list-style-type: none"> • Where targets have already been met (and, if relevant, should continue to be met); • Where progress is on track and interim milestones are being achieved or exceeded; • Where there is significant confidence, drawing on robust monitoring systems/data, around the prospects for delivering the targeted outcome on schedule; • For level of service indicators also; <ul style="list-style-type: none"> ○ The target level of service is currently being met; ○ The target level of service is expected to continue to be met.
AMBER/ GREEN	<ul style="list-style-type: none"> • Where progress is broadly on track and is broadly meeting interim milestones, perhaps with small but redeemable deviations from plan; • Progress has been good but there is diminished confidence around sustaining future progress towards the targets; • There is significant confidence around the prospects of getting close to the targeted outcome. • For level of service indicators also; <ul style="list-style-type: none"> ○ The target level of service is currently very close to being met (and no more than 5% away from the target); ○ There is confidence around meeting the target level of service in the in future.
AMBER	<ul style="list-style-type: none"> • Where there is a lack of robust information on progress, or the rate of progress is less than planned, against the targeted outcome; • Where some measurable progress has been made but the rate of progress is less than anticipated or falling appreciably short of interim milestones; • Where there is significant doubt around the achievement of the target outcomes in the targeted timeframe. • For level of service indicators also; <ul style="list-style-type: none"> ○ There is a lack of information on the current level of service; ○ The target level of service is within 10% of being met; <p>There is confidence around improving performance against the standard in the (near) future.</p>

RED	<ul style="list-style-type: none"> • Where little or no progress has been observed; • Where the measured rate of progress is highly unlikely to lead to the achievement of the targeted outcome; • Where delivery of the targeted outcome is likely to be achieved, but with significant delay; • Where confirmed baselines and/or milestones have not been established; • For level of service indicators also; <ul style="list-style-type: none"> ○ The current level of service is some distance away from the level targeted - in excess of 10% (as opposed to 10 percentage points). ○ The service standard is within 10% of being met but not expected to exhibit any real improvement in the future.
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In indicating the status of targets using the four traffic light system, the following points should be considered:

- Quarterly assessments should be a snapshot of progress now towards delivery at year-end. The overall assessment is looking forward, i.e. given the current picture, likely future developments and risks, what is the current expectation for year-end?
- In general, traffic light assessments should be forward-looking. Therefore if a target/milestone has been missed and, as a result, the target has been revised, then future assessments should be based on the new target level. However in this case it is important to consider the level of ongoing risk to delivery i.e. if problems have arisen previously, does that make future problems more likely? This might be a particular concern if the final date for delivery is still some way off.
- Red traffic lights should not be considered automatically reflecting badly on those responsible for delivering an objective. Some Reds are probably inevitable and form a necessary part of the overall picture. However, Red traffic lights should always be a trigger for discussion on whether there is corrective action that can be taken to bring delivery back on track.

ANNEX B

**HEAD OF DIVISION / NDPB CHIEF EXECUTIVE PRO FORMA FOR REPORTING
SLIPPAGE IN TARGETS**

PfG Commitment / DETI Corporate Plan 2011-15 target	Ensure delivery of the 2011-15 SEF actions to encourage achievement of 20% electricity consumption from renewable sources and 4% renewable heat by 2015.
Corresponding DETI Operating Plan 13/14 target	By 31 December 2013, if all requirements including state aid approvals are in place, launch Phase 2 of the Renewable Heat Incentive.
Figure achieved to date	
Status of targets (G / AG / A / R)	2011 / 15: Green 2013 / 14: Amber
Explanation of slippage	We are on track to meet the Corporate Plan target but there has been slippage in the operating plan target. The public consultation slipped by three months and this had a knock on effect on the launch date target. In addition, there was a large response to the consultation which although largely supportive did raise a number of issues particularly with regard to the non domestic scheme. Reaching a final policy position on the non domestic aspect of the scheme will therefore require some further work and liaison with colleagues in GB. The domestic scheme is more straightforward and it is planned that it will launch in Spring 2014. The non domestic part of the scheme will require State Aid approval and is unlikely to launch before the last quarter 2014.
Remedial action being taken	Phase 2 is being launched in two parts so that the domestic scheme can go ahead while further work is undertaken on the non domestic aspects.
Has the policy/ delivery mechanism been reviewed to ensure it is effective?	Yes, the policy development mechanism is effective.

**Senior Responsible Owner:
(DETI Head of Division/ NDPB Chief Executive)**

DT1/13/0208950

Date:

DT1/13/0208950

A6: TO PROMOTE THE DEVELOPMENT OF ECONOMIC INFRASTRUCTURE

A	B	C	D	E	F	G
Corporate Plan Target 2011 15	Operating Plan Target 2013/14	Figures achieved at 31/12/13	Target RAG status at 31/12/13	Indicative RAG status to end 2014/15	Economic Strategy Reference	Commentary
38. Ensure delivery of the 2011-15 SEF actions aimed at building competitive energy markets.					E8, E23	
	By 30 April 2013, make and lay necessary Regulations to ensure full NI compliance with IME 3 Directive.					
	During 2013/14, contribute to development of the European Target Model for the Single Electricity Market.					
	By 30 September 2013, subject to OLC completing drafting and DETI obtaining Executive approval, introduce new Energy Bill to the NI Assembly.					

ANNEX C

(A1 – A8)

A	B	C	D	E	F	G
Corporate Plan Target 2011 15	Operating Plan Target 2013/14	Figures achieved at 31/12/13	Target RAG status at 31/12/13	Indicative RAG status to end 2014/15	Economic Strategy Reference	Commentary
	During 2013/14, ensure full DETI participation in any electricity and/or gas tariff review(s).					
	By 30 June 2013, make and lay necessary regulations to ensure REMIT compliance.					
39. Ensure delivery of the 2011-15 SEF actions aimed at ensuring security of the NI energy supply.						
	By 31 March 2014, working with the UK/Ireland Gas Emergency Planning Group, provide an agreed regional Preventative Action Plan and Emergency Plan.					
	By 31 October 2013, secure Minister's agreement as to preferred option to address potential electricity supply deficit.					

ANNEX C

(A1 – A8)

A	B	C	D	E	F	G
Corporate Plan Target 2011 15	Operating Plan Target 2013/14	Figures achieved at 31/12/13	Target RAG status at 31/12/13	Indicative RAG status to end 2014/15	Economic Strategy Reference	Commentary
	During 2013/14, provide a co-ordinating role in respect of the consenting regime and facilitate progress towards provision of a gas storage facility in East Antrim.					
40. Ensure delivery of the 2011-15 SEF actions aimed at enhancing sustainability and development of NI's energy infrastructure (incorporating extension of NI's natural gas network, including the West of the Province).					E23	
	During 2013/14, work with relevant Departments, Agencies and the Utility Regulator to ensure transposition of the EED by 30 June 2014.					

ANNEX C

(A1 – A8)

A Corporate Plan Target 2011 15	B Operating Plan Target 2013/14	C Figures achieved at 31/12/13	D Target RAG status at 31/12/13	E Indicative RAG status to end 2014/15	F Economic Strategy Reference	G Commentary
	By 30 September 2013, publish initial work on 'Development of a 2050 Vision for Energy in NI'.		G			TARGET ACHIEVED Report finalised and published on 16 September 2013.
	During 2013/14, ensure effective operation of ESAF and voluntary agreements on energy efficiency.					
	During 2013/14, work with relevant parties to enable: (i) State-aid approval of NI Executive subvention; and (ii) Award of necessary new gas licence.					
	By 31 March 2014, work with DECC/Utility Regulator to complete a Smart-Metering Privacy Impact Assessment.					
	By 30 April 2013 commence Interreg funded ISLES 2 project.					

ANNEX C

(A1 – A8)

A Corporate Plan Target 2011 15	B Operating Plan Target 2013/14	C Figures achieved at 31/12/13	D Target RAG status at 31/12/13	E Indicative RAG status to end 2014/15	F Economic Strategy Reference	G Commentary
	During 2013/14, ensure full DETI support for second N/S electricity interconnector.					
41. Ensure delivery of the 2011-15 SEF actions to encourage achievement of 20% electricity consumption from renewable sources and 4% renewable heat by 2015.				Green	E8	Uptake on Phase 1 of the Renewable Heat Incentive and on the Renewable Heat Premium Payment scheme is good. The calculation of the percentage of heat from renewable sources is not straightforward but estimates would indicate that we are on track to meet the target.
	By 31 March 2014, complete review of banding levels and analysis for a small scale Feed-in Tariff (FIT).					

ANNEX C

(A1 – A8)

A	B	C	D	E	F	G
Corporate Plan Target 2011 15	Operating Plan Target 2013/14	Figures achieved at 31/12/13	Target RAG status at 31/12/13	Indicative RAG status to end 2014/15	Economic Strategy Reference	Commentary
	By 30 September 2013, publish Onshore Renewable Electricity Action Plan (OREAP) and Post Adoption Statement.					
	By 31 December 2013, secure Executive approval of final policy position on Offshore Energy Bill.					
	By 31 July 2013, have completed a public consultation on Phase 2 of the Renewable Heat Incentive.					Consultation launched in July 2013 and was completed in October 2013.
	By 31 December 2013, if all requirements including state aid approvals are in place, launch Phase 2 of the Renewable Heat Incentive.		Amber			There has been some slippage in meeting this target. Phase 2 of the Renewable Heat Incentive (RHI) has two objectives – it extends the existing Phase 1 scheme for non-domestic installations and it launches a domestic RHI. It is planned that the domestic scheme will launch Spring 2014 and the non-domestic will launch Autumn/Winter 2013 subject to State Aid approval.

ANNEX C

(C1 – C3)

A	B	C	D	E	F
Corporate Plan Target 2011 15	Operating Plan Target 2013/14	Figures achieved at 31/12/13	Target RAG status at 31/12/13	Indicative RAG status to end 2014/15 (where applicable)	Commentary
84. To review all business continuity plans annually.					
	Practical test of BCP by December 2013 with lessons learnt report to SMT by January 2014.				
85. To review all fuel emergency plans annually.					
	During 2013/14, review local implementation of the DECC National Fuel Plan (Oil) in light of current risks.				
86. To ensure 90% AWQs are answered on time.					
	90% AQs cleared by DETI Minister within the deadlines.				