

**From:** [McCutcheon, Joanne](#)  
**To:** [Dolaghan, Paul](#)  
**Subject:** FW: PERFORMANCE MONITORING - END-YEAR EXERCISE ON 2013/14 DETI OPERATING PLAN (DETI CORPORATE PLAN 2011-15)  
**Date:** 15 April 2014 14:11:00  
**Attachments:** [Performance Monitoring March 2014 - Commissioning memo for Q4 Performance against targets.DOCX](#)  
[Performance Monitoring March 2014 - progress against Balanced Scorecard A1-A8.DOCX](#)  
[Performance Monitoring March 2014 - progress against Balanced Scorecard C1-C3.DOCX](#)

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**From:** Dolaghan, Paul  
**Sent:** 19 March 2014 17:41  
**To:** Frazer, Fred; Stevenson, Bill; McCutcheon, Joanne; Clydesdale, Alison; Harris, Michael  
**Cc:** Vaughan, Helen; Smith, Alan  
**Subject:** PERFORMANCE MONITORING - END-YEAR EXERCISE ON 2013/14 DETI OPERATING PLAN (DETI CORPORATE PLAN 2011-15)

As requested  
Joanne

All,

Please see request from CLU (1<sup>st</sup> attachment) seeking progress to 31 March 2014 against our Corporate Plan (2011/15) and Operating Plan (2013/14) targets. The bulk of the Energy Division targets are contained in the second attachment (A6). However, (**Fred**) – as before there is one Corporate Plan and one Operating Plan target in the final attachment relating to fuel emergency plans which I have highlighted for ease of reference.

Would you all please complete columns **D & G** for your respective Operating Plan targets. Upon receipt of your returns I will complete columns E & G in respect of our Corporate Plan targets. **Fred** – grateful if you would also complete columns **E & F** in respect of the Corporate Plan target **and** columns **D & F** in respect of the Operating Plan target at C3 of the final attachment.

Would you all kindly ensure that you consider the RAG status explanations provided at Annex A to the CLU request and, where appropriate, that a slippage report (Annex B) is completed.

-  
As you will note CLU is seeking progress to 31 March 2014. Therefore, unless all your respective targets have been met or there is no possibility of any further change to the position please **do not** send returns until after the quarter end date.

Given the date for returns to CLU falls within the wider Easter leave period, I would be grateful to receive your respective returns **no later than close on Thursday 10<sup>th</sup> April.**

Many thanks and happy to discuss if you have any queries.

Paul.

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**From:** Murray, Celine **On Behalf Of** CLU Mailbox (DETI)  
**Sent:** 19 March 2014 15:30

**To:** Mills, John (DETI); Thompson, Mike; Murphy, Shane; Cooper, Trevor; Kerr, Jackie; Johnston, Wendy; Brush, Paul; Hinds, John; Fleming, Lorraine; Cunningham, Dennis; Donnelly, Carol  
**Cc:** Neth\_Energy; Dolaghan, Paul; Tourism Policy Email (DETI); Telecoms Policy E-mail (DETI); Preston, Alan; White, John (DETI); Young, Michael (DETI); Crossin, Nuala; EPDAdmin; Finance Branch; Brankin, Bernie; Colacio-McAlister, Esther; 'dleeson@consumercouncil.org.uk'; Mullan, Deirdre; 'm.hazelton@nitb.com'; Cushnahan, Gary (InvestNI); 'Co-ordination Mailbox'; 'bpi@nitb.com'; Rodgers, Philip; Pyper, Alistair; Corr, Danny; Hawthorne, Jill; Loughrin, Garvin; McCormick, Marese; Sterling, David; Thomson, David; Rooney, Eugene; Johnston, Iris; McCoy, Laura; EuropeanSupportUnit; Hamilton, Maeve; Pauley, Alberta; Analytical Services; Kieran, Julianne; McIlhatton, Julie; Rose, Jacqui; McCune, David; Mateer, Kim; Bloomer, Adrienne; Rooney, Therese  
**Subject:** TRIM: PERFORMANCE MONITORING - END-YEAR EXERCISE ON 2013/14 DETI OPERATING PLAN (DETI CORPORTAE PLAN 2011-15)

All,

**Background:**

Please see attached commissioning memo which launches the end-year performance monitoring exercise against the DETI Operating Plan 2013/14. Also attached are the 4 templates (A - D) which need to be completed.

**Action & Date for Return:**

All returns, with NDPB returns to be cleared by Sponsor Branch officials, to be sent to [clumailbox@detini.gov.uk](mailto:clumailbox@detini.gov.uk) by no later than **Noon, Wednesday, 23 April 2014**.

The year-end position will be presented to the May 2014 meeting of the DETI Departmental Board before being forwarded to the Minister for her consideration.

**NB:** As per par 11 of the memo, individual Divisional / Branch Plans should also now be updated to reflect the year-end 31 March 2014 position.

Thank you,

Celine

**Celine Murray**

Central Liaison Unit  
Department of Enterprise, Trade & Investment  
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Belfast, BT4 2JP  
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**Please consider the environment - do you really need to print this e-mail?**



From: Celine Murray  
Central Liaison Unit

Date: 19 March 2014

To: DETI HODs / Grade 6s  
DETI Sponsor Branches

cc: copy distribution list below

**PERFORMANCE MONITORING TO YEAR-END 31 MARCH 2014:  
DETI OPERATING PLAN 2013/14 & DETI CORPORATE PLAN 2011-15**

**Introduction**

1. This memo commissions the performance monitoring exercise for the DETI Operating Plan (2013/14) targets to year-end 31 March 2014 including the DETI Corporate Plan (2011-15).
2. The year-end performance outturn will be presented to the May 2014 meeting of the DETI Departmental Board. It will then be presented to the Minister for consideration and approval to (i) send to the ETI Committee and (ii) publish on the DETI website.

**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. Each slippage report must show the RAG status for both the year-end and the Corporate Plan-end periods. The forms at Annex B reflect this.

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7. You should record the year-end progress against each individual target as follows:-

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. **The “RAG status” and “commentary” columns (D - G), must 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 March 2014 on Q4 progress against the PfG Delivery Plans. DETI EPD colleagues lead on the reporting of DETI PfG Delivery Plans.

**Update of Divisional Plans**

11. You are reminded that individual DETI business area & NDPB Divisional / Branch Plans should also now be updated and monitored to Y/E 31 March 2014.

**Date for Return**

12. All responses (as per paras 5 – 9 above), should be forwarded to [clumailbox@detini.gov.uk](mailto:clumailbox@detini.gov.uk) and cc'd to [jacquirose@detini.gov.uk](mailto:jacquirose@detini.gov.uk) by **Noon, Wednesday, 23 April 2014**. Any queries about this exercise should, in the first instance, be directed to Jacqui (29265).

[Signed]

**CELINE MURRAY**

☎ 29300

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

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