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Appraisal Review

Employee Name **Wightman, Stuart**
 Organization Email Address Stuart.Wightman@infrastructure-ni.gov.uk
 Job **Administrative | Other**

Employee Number **[Redacted]**
 Organization **DfE, Energy Efficiency**
 Manager **Machugh, Linda**

Sensitive personal information redacted by the RHI Inquiry

Performance Review Details

Initiator **Wightman, Stuart**
 Appraisal Purpose **End of Year Review**
 Period Start Date **30-Jun-2014**
 Period End Date **31-Mar-2015**
 Template **NICS 2 box marking**

Main Appraiser **Mills, John**
 Appraisal Date **14-Apr-2015**
 Next Appraisal Date

Objectives

Total Score Comments **PPA/PDP agreed JM 29/07/14. Stuart has made an excellent start, making a real difference to some long standing issues in his first few months (provision of a defensible estimate for renewable heat progress is another not covered above). He has already taken responsibility and leadership of his area. JM 4/11/14**

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Details	Objective Name	Start Date	End Date	Comments
<input type="checkbox"/> Hide	PDP 1: Improve knowledge and understanding of Energy Industry and Renewables	30-Jun-2014	31-Mar-2015	Stuart has picked up the basics very quickly. JM 4/11/14 Stuart increased his understanding very quickly. JM 14/4/15

Additional Details

Created By **Wightman, Mr Stuart William (Stuart)**
 Detail **Research (reading & internet) to improve understanding and knowledge of energy efficiency and renewable heat policies.**

Business Objective **Results 4: Encourage energy efficiency across sectors and facilitate increased levels of renewables.**

Type of Development **Deskbased**

Priority **within 4 months**

Cost **0.00**

Did activity meet objectives **[Dropdown]**

New learning to be applied

Performance Ratings

Details	Participant	Participation Type	Appraised Performance	Overall Performance
	No results found.			

<input type="checkbox"/> Hide	PPA 1: Coherent energy efficiency policy across Government		30-Jun-2014 31-Mar-2015	Objective probably needs to be split up as we move forward as it covers a lot of ground. JM 29/07/14. As noted above, the priority has been domestic RHI and this is still a transitional area though Stuart has made a good start. JM 4/11/14. Stuart has made very significant progress on Energy Efficiency despite the size of the challenge. An outstanding effort. JM 14/4/15
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Additional Details

Created By **Wightman, Mr Stuart William (Stuart)**
 Detail **Deal with residual Energy Efficiency Directive (EED) transposition.**
Commission consultancy work on Article 18 of the EED – quality labels (by Sep 14)
Finalise Energy Savings Trust into barriers to energy efficiency in relation to Articles 18 & 19 of EED.
Lead a coordinated approach to marketing energy efficiency.

Review Energy Efficiency Obligation policy by 30 Sep 14:

- Feed into decision on Energy Bill
- Reassess approach to oil
- Establish timescales

Key Area **Energy Efficiency**

Key Output(s) **Coherent policy on efficiency**

Link to Branch Plan **Results 1c, 1d & 4a**

Performance Ratings

Details	Participant	Participation Type	Appraised Performance	Overall Performance
	No results found.			

<input type="checkbox"/> Hide	PPA 2: Introduce domestic RHI Scheme		30-Jun-2014 31-Mar-2015	dates to be included in due course. JM 29/07/14 Stuart dealt expeditiously with approvals issues including sorting out admin arrangements - for which I am very grateful. The draft regs will hopefully be laid shortly but Stuart has been dealing with tricky policy issues as we progress. JM 4/11/14 Objective achieved. JM 14/4/15
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Additional Details

Created By **Wightman, Mr Stuart William (Stuart)**
 Detail **Secure all the necessary approvals**
Lay Renewable Heat (Domestic) Regulations
Put necessary administrative procedures in place

Promote scheme to relevant stakeholders

Key Area **Renewable Heat**

Key Output(s) **New domestic RHI scheme in place.**

Link to Branch Plan **Results 4k**

Performance Ratings

Details	Participant	Participation Type	Appraised Performance	Overall Performance
	No results found.			

<input type="checkbox"/> Hide	PPA 3: Introduce Phase 2 of non-domestic RHI	30-Jun-2014	31-Mar-2015	Dates to be included in due course. JM 29/07/14 This has had to take second place to progressing the domestic regs but Stuart has helped sort out the intractable problems around carbon trust loans. JM 4/11/14 Phase II work continues and will be implemented 15/16. JM 14/4/15
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Additional Details

Created By **Wightman, Mr Stuart William (Stuart)**
 Detail **Finalise policies and secure all necessary approvals including state aid.
 Amend existing Renewable Heat Scheme Regulations
 Develop Outline Business Case**

Key Area **Renewable Heat Policy**

Key Output(s) **Phase 2 non-domestic RH scheme in place**

Link to Branch Plan **Results 4: Encourage energy efficiency across all sectors and facilitate increased levels of renewables**

Performance Ratings

Details	Participant	Participation Type	Appraised Performance	Overall Performance
	No results found.			

<input type="checkbox"/> Hide	PPA 4: Manage the existing RHPP scheme and non-domestic RHI scheme.	30-Jun-2014	31-Mar-2015	Despite the difficulty of dealing with OFGEM Stuart has, again, managed to progress a long-standing, intractable issue. JM 4/11/14. Stuart continues to work to improve this problematic area along with wider funding clarity issues. JM 14/4/15
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Additional Details

Created By **Wightman, Mr Stuart William (Stuart)**
 Detail **Manage administration agreement with Ofgem to ensure this is delivered according to Agency Services Agreement and within budget.**

Manage existing RHPP Scheme and ensure effective systems of control are in place for audit purposes.

Key Area **Renewable Heat**

Key Output(s) **RHPP Scheme managed within budget**

Link to Branch Plan **Results 4: Encourage energy efficiency across all sectors and facilitate increased levels of renewables.**

Performance Ratings

Details	Participant	Participation Type	Appraised Performance	Overall Performance
	No results found.			
<input type="checkbox"/> Hide	PPA 5: Effective leadership, management and staff development		30-Jun-2014 31-Mar-2015	Stuart has brought a positive approach to management of the Branch with a greater emphasis on teamwork. He has slogged through the procedure to obtain an additional SO though still need BIT approval. JM 4/11/14 Achieved within Stuart's powers including temporary arrangement on SO. JM 14/4/15

Additional Details

Created by **wrightman, mr Stuart William (Stuart)**
 Detail **1) Manage staff performance in accordance with Departmental procedures:**
 - Agree 2014/15 PPAs and PDPs by 31 May 2014
 - Complete mid-year reviews by 31 Oct 2014.
 - Comply with departmental guidance on attendance management.

(2) Maintain staff complement level for 2014/15:
 - Anticipate potential staff moves and plan for them.
 - Bid for appropriate resources for RHI administration

(3) Ensure compliance with information management/security procedures.

(4) Business Planning:
 - Review progress quarterly against 2014/15 Divisional Business Plan.
 - Develop and maintain branch plan setting out detailed work activities to inform staff PPAs and PDPs.
 - By December 2014 commence business planning process for 2015/16.

(5) Assurance:
 - provide assurance statements in accordance with departmental timescales.

(6) Encourage staff development through: effective delegation; regular communication (team meetings, one-to-ones); and encouragement.

Key Area **People and Organisation**

Key Output(s) **Delivery of Branch Objectives**

[Link to Branch Plan](#)
 People 1: Ensure management of the Division enables achievement of its own and Departmental objectives.

Performance Ratings

Details	Participant	Participation Type	Appraised Performance	Overall Performance
	No results found.			

Overall Rating and Comments

Overall Rating 1-Satisfactory
Overall Comments **Stuart has continued his very strong performance as recorded at In-year. In the second half of the year he has made particular progress on HEAT - turning an aspiration into a feasible proposal; seen through the implementation of the RHI and attempted to tackled budgetary issues on the non-domestic RHI. In discussion Stuart feels a little overwhelmed with the weight and complexity of the areas he needs to cover, the roles he is called on to perform (policy developer, project manager, budget manager, team leader for a scheme, industry networker and so on). It is not always easy to switch between these roles at a moments' notice and he struggled with time management at times. There were pressures on the team as a result of RHI for various reasons and staffing issues around the new SO, the temporary replacement and potential replacement. Stuart said it would be helpful to clarify line managemnt responsibilities around HEAT. I agreed that there were significant resource issues on his side. I would speak to the countersigning officer on who led on HEAT and follow up on the couple of staffing issues. 15/16 PPA discusseed - Stuart to make change around strategic direction and consider if PDP necessary. JM 14/4/15.**

CFS 19/4/15
I concur with the Reporting Officer's comments and marking, and commend Stuart for his performance, particularlry in relation to the HEAT project. The areas for development that have been noted reflect the challenges of the post and, indeed, Energy Division generally. I am confident that Stuart will continue to rise to the challenge.

Future Potential
Job Holder Comments **Stuart Wightman 6/11/14: I agree with the comments in the In-year Review .**

Stuart Wightman 28/4/15: I agree with the comments in the End-year Review .

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