



Appraisal Review

Employee Name	Hughes, Seamus	Employee Number	Sensitive personal information redacted by the RHI Inquiry
Organization Email Address	Seamus.Hughes@economy-ni.gov.uk	Organization	DfE, Geological Survey NI / Minerals
Job	Administrative Other	Manager	Fleming, Lorraine

Performance Review Details

Initiator	Hughes, Seamus	Main Appraiser	Wightman, Stuart
Appraisal Purpose	End of Year Review	Appraisal Date	05-May-2015
Period Start Date	01-Apr-2014	Next Appraisal Date	
Period End Date	31-Mar-2015		
Template	NICS 2 box marking		

Objectives

Total Score	Comments	Stuart Wightman 18/7/14: PPA/PDP Objectives agreed. Stuart Wightman 5/11/14: Seamus has made a great start in DETI. His previous experience and knowledge have enabled him to quickly settle into his new post in DETI and hit the ground running. In the first four months he has quickly gained a clear understanding and appreciation of the key renewable heat policy and operational/administrative issues. This has enabled him to progress development of both the final policy and draft regulations for the domestic RHI scheme and resolve a number of complex administrative issues with both grant schemes.
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Details	Objective Name	Start Date	End Date	Comments
+ Show	PDP 1 Improve knowledge and understanding of Energy Industry and Renewables	30-Jun-2014	31-Mar-2015	
+ Show	PPA 1 Introduce Domestic RHI Scheme	30-Jun-2014	31-Mar-2015	<p>Stuart Wightman 5/11/14: Seamus's previous policy and legislative experience and expertise has enabled him to quickly grasp the key renewable heat policy issues and progress both the final policy and draft regulations for the domestic RHI scheme.</p> <p>Stuart Wightman 5/5/15: Seamus has successfully taken forward development and implementation of the Domestic RHI Scheme which was launched in December 2014. This included drafting and taking draft Regulations through the NI Assembly via the Affirmative procedures. Since December, Seamus has successfully overseen the introduction of new administration arrangements for the scheme.</p>
+ Show	PPA 2 Introduce Phase 2 of Non Domestic RHI	30-Jun-2014	31-Mar-2015	<p>Stuart Wightman 5/11/14: Seamus has quickly gained an understanding and appreciation of the key policy issues to be</p>

				considered as part of Phase 2 of the Non-domestic RHI scheme. Policy development on Phase 2 of the Non-domestic RHI will continue over the coming months.
				Stuart Wightman 5/5/15: Seamus continues to take forward development of policy proposals for Phase 2 of the Non-domestic RHI Scheme in conjunction with Ofgem and other key industry stakeholders.
+ Show	PPA 3 Manage the Existing RHPP Scheme and Non Domestic RHI Scheme	30-Jun-2014	31-Mar-2015	<p>Stuart Wightman 5/11/14: Seamus has quickly gained an understanding and appreciation of the key policy and operational issues associated with both schemes. In particular, Seamus has demonstrated great patience and effective communication skills in working with installers, applicants and Ofgem to agree a way forward for dealing with complicated issues such as the state aid risks associated with Carbon Trust Loans.</p> <p>Stuart Wightman 5/5/15: Seamus has developed effective relationships with key industry stakeholders in administering both schemes. In particular, he has developed close working relationships with Ofgem staff who is now in contact in a daily basis. This is essential with over £1m of RHI funding now being administered by Ofgem on DETT's behalf on a monthly basis.</p>
+ Show	PPA 4 Effective Leadership, management and staff development	30-Jun-2014	31-Mar-2015	<p>Stuart Wightman 5/11/14: Seamus's experience, knowledge and leadership skills have enabled him to quickly gain the respect of his staff, colleagues and senior management.</p> <p>Stuart Wightman: Seamus has demonstrated strong leadership and communication skills in coming into a new Department and effectively managing his team to successfully introduce the Domestic RHI Scheme. He also continues to provide invaluable support and advice to myself and other more senior officials.</p>
+ Show	PPA 5 Personal Responsibility	30-Jun-2014	31-Mar-2015	Stuart Wightman 5/11/14:

				<p>Seamus's previous experience of administering grants/funding is clearly evident in the thoroughness of his work. This has enabled him to challenge and review the current systems of assurance for both the RHPP and Non-domestic RHI schemes. Over the coming months Seamus will oversee administration of the new Domestic RHI Scheme. This will include developing and implementing an effective system of internal control and governance.</p> <p>Stuart Wightman 5/5/15: Seamus continues to oversee implementation of effective assurance systems for the domestic RHI scheme. This will include supporting an Internal Audit review of both schemes during 2015/16.</p>
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Overall Rating and Comments

Overall Rating 1-Satisfactory
Overall Comments **Stuart Wightman 5/5/15: Seamus has quickly gained an appreciation of renewable heating policy and administrative issues. His strong communication skills have enabled my Branch to develop much more effective working relationships with key industry stakeholders including Ofgem. This has proved invaluable in developing effective assurance procedures/ systems with Ofgem for administration of the Non-domestic RHI scheme.**

Seamus has also demonstrated strong leadership and communication skills in managing the RHI team to successfully take forward development and implementation of the Domestic RHI Scheme which was launched in December. This included policy development, drafting of regulations and taking these through the Assembly via the Affirmative procedures. This included briefing and supporting the Minister during the Motion Debate.

Seamus will continue to make a valuable contribution to achieving Dept / Div objectives in 2015/16 in key areas such as Non-domestic RHI Phase 2 and ongoing RHI Administration.

I agree with the reporting officer's comments and rating JM 18/5/15

Future Potential
Job Holder Comments **Stuart**

I am content with the end of year review assesement and comments.

Seamus
2/6/15