







ACTIONS TO BE TAKEN WHILE KEITH IS ON LEAVE

Heading	Links	Issue	Remarks / Proposed Action	Delivery Date	Lead
FITS					
Change Request	 FIT2b CR08 draft.doc	Currently draft complete. Need to work further in liaison with EP/IT	<ul style="list-style-type: none"> Need to scope out individual delivery wording for consistency. Need to understand IT development costs for Aug (will it be more than £40k) 	ASAP	Keith up until 8 Aug. Luis Andrew
	 costbenefitassess(2).docx  Draft Community Tariff Guarantee_Inte  FITs cost forecast CR08.xlsx	Risk benefit analysis with Supporting docs in place	Need to turn cost/benefit analysis into a standard document with Ofgem headings	17 Aug	Gav
Staffing		Band C [Marisa I will fill in gaps here in final version]	<ul style="list-style-type: none"> Cleared with Matthew and Bob, now with HR; Generic Role Profile is in place; Objectives need to be set with 	13/08 (proposed start date)	Andrew (o/r)
		irrelevant information redacted by the RHI recruited (start 13/08)	<ul style="list-style-type: none"> irrelevant information redacted by the RHI has accepted role; HR have been informed; IT have been informed; 	13/08 (proposed start date)	Marisa

			<ul style="list-style-type: none"> Objectives to be set on arrival Will be directly supporting Marisa 		
		New Band B to be recruited, possibly by Gav/Marissa, maybe from ECO recruitment	<ul style="list-style-type: none"> Awaiting results of ECO board – as could take on Band B from that round; If ECO round unsuccessful Gav and Marisa to recruit from Agency 	ASAP	Gav (o/r), Marisa (this week)
Deloitte Risk Assessment	 <p>Ofgem ToR DRAFT FITS Systems Process</p>	Completion of Deloitte's Risk Assessment	<ul style="list-style-type: none"> Deloitte have provided risk assessment work which was considered sub-standard by Luis and Keith; Keith Emailed strong comments back to Deloitte on 2 August; Subsequent telephone conversation with Walter Carlton on 07 August resulted in an updated draft to be sent from Deloitte by []; Updated Matthew on current situation on 03/08, who agreed that we should only submit the assessment to him for comment once we are content with draft from Deloitte. Work will cost £10k, with funding provided from annual FITs budget 	ASAP (original deadline was end July, but quality of doc was not up to scratch)	Luis (this week) Andrew (o/r)
Deloitte Risk Assurance	 <p>Ofgem ToR DRAFT FITS Risk Assessment</p>	Completion of Independent Assurance of Ofgem's FITs systems and processes.	<ul style="list-style-type: none"> ToR has been scoped out (attached). Ofgem have not given the go-ahead for this work – pending delivery of the risk assurance 	Review with FDB on 22/08 Give Deloitte go-ahead as	Andrew (o/r)