

**To:** Edmund Ward[Edmund.Ward@ofgem.gov.uk]  
**From:** Teri Clifton  
**Sent:** 2015-06-04T12:56:50Z  
**Importance:** Normal  
**Subject:** FW: RHI ND Governance - all meetings (2).doc  
**Received:** 2015-06-04T12:56:51Z  
[RHI ND Governance - all meetings \(2\).doc](#)

Hi Edmund

I have tried to go through this, but I have to say it is not of a standard that I would have expected. There are a significant number of typos and I'm not really clear whether we have the correct purpose for some of these meetings- especially staff meetings. Interested in your thoughts, but I think it needs a second look through before it comes back to us for further comment. It also needs more detail around project update meetings...

Regards

Teri

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**From:** Tasfin Ahmed  
**Sent:** 02 June 2015 13:15  
**To:** Edmund Ward; Teri Clifton  
**Subject:** RHI ND Governance - all meetings (2).doc

We have spoken with various individuals and compiled this draft list of meetings that are currently in operation across the NDRHI. It may not be fully exhaustive, but it captures the main meetings. It would be useful to go through this list and see which ones require changes to attendee list/frequency and whether we agree with the purpose stated for the meeting.

Regards,

Tasfin

**RHI Non Domestic Meetings (June 2015)**

Table denotes key meetings within RHI Non Domestic

Meeting	Frequency	Purpose	Attendees	Contact
RHI Non Domestic Board	Monthly	To discuss issues relating to the delivery of changes to the scheme, including budgets, IT and process development, relationship management, and to advise the SRO accordingly.	<b>Members:</b> Scheme Associate Director; Charles Hargraves, Head of Operations, Head of Technical & CI, Head of Policy & Development, Senior Managers, Senior IT Manager, Head of Finance, Legal representative, Independent Adviser	Nicola Dixey
RHI Industry Advisory Group	Approximately 2-3 times per year	To obtain advice from industry on how to deal with major issues facing the operation and development of the RHI, to help advise the Ofgem development and operational teams	<b>Members:</b> Head of Teams, Senior Managers and subject specialist within scheme. <b>From Industry:</b> B&ES, GSHP Association, CIBSE, other associations	Cida Morrison
DECC Delivery RHI Board	Monthly	To discuss issues relating to the delivery of changes to the RHI scheme, and to advise the DECC SRO accordingly.	<b>Members:</b> Various Senior Managers from DECC and attendees from DECC finance, Heat and Industry, and other teams	Nicola Dixey
RHI ND Staff meeting	Monthly	To monitor progress across specific areas in the scheme and to bring together all ND RHI (Glasgow & London)	<b>Members:</b> All staff in RHI ND	Nicola Dixey

### RHI Non Domestic Meetings (June 2015)

Table denotes key meetings within RHI Non Domestic

Meeting	Frequency	Purpose	Attendees	Contact
Senior Management meeting	Weekly	To consider day-to-day , IT and Project highlights reports, progress and updates on KPIs along with addressing scheme issues.	<b>Members:</b> Scheme Associate Director, Senior Managers at Band E and D levels. Senior IT Manager and Finance Manager	Nicola Dixey
Policy & Development Team meeting	Weekly	To monitor progress of Policy DECC against scheme's systems development and policies	<b>Members:</b> Policy & Development team	Katy Read
Technical Team meeting	Forthnightly	To monitor progress of Technical issues against scheme delivery	<b>Members:</b> Technical team	Edmund Ward/ Mark George
Payments Team Meeting	Monthly	To discuss funding and payments issues	<b>Members:</b> Payments team	Marc Tischler
Accreditation Team Meeting	Weekly	To monitor progress across Accrediation	<b>Members:</b> Accreditation team	Mhairi McQuillian
Enquires	Forthnightly	To monitor progress and discuss any related Enquiries matters	<b>Members:</b> Enquires team	Lewis Martin
Periodic Data Team	Forthnightly	Discuss any related Periodic Data matters	<b>Members:</b> Periodic Data team	Lewis Martin
Payments Team Meeting	Monthly	To discuss fundings and payments issues	<b>Members:</b> Payments team	Marc Tischler

**RHI Non Domestic Meetings (June 2015)**

Table denotes key meetings within RHI Non Domestic

<b>Meeting</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Attendees</b>	<b>Contact</b>
<i>Operational Excellence</i>	<i>Fortnightly</i>	<i>Best practice relating to Operational matters across Scheme within E-Serve</i>	<b>Members:</b> <i>Teri Clifton, Steve Alexander, Morna Welsh, Steve Blackie, Luke Hargraves, Ben Harrison, Mary Smith, Philip Smith, James Robinson, Alison Hardie, Gary Henderson</i>	<i>Nicola Dixey</i>
<i>Project Governance Board</i>	<i>Weekly</i>	<i>To monitor progress-escalate issues/risks at programme level</i>	<b>Members:</b> <i>Associate Director, Band E/D, Business Project Manager</i>	<i>Nicola Dixey</i>
<i>Scheme Project Forum</i>	<i>Weekly</i>	<i>To monitor and provide scheme project updates – discuss IT resources, timescale across schemes within E-Serve</i>	<b>Members:</b> <i>Edmund Ward, Sarah Russell, Elizabeth Agbovi, Dorothy Oti-Amankwah, Lucas Fulling, Gary Henderson, Lisa Symes, Jonah Anthony, David Davies, Andrew Amato</i>	<i>Nicola Dixey</i>
<i>DETI Teleconference</i>	<i>Monthly</i>	<i>Monthly progress update to discuss any matters relating DETI (Non Domestic) Scheme</i>	<b>Member:</b> <i>Band E, Senior Scheme Managers at DETI</i>	<i>Nicola Dixey</i>