

To: RHI Non Domestic Leadership Team[RHINonDomesticSeniorManagement@ofgem.gov.uk]
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1. Chair: Marc Tischler
 - ❖ Alex Noonoo was welcomed to the team.
2. **Big Team Meetings 3 & 4 Feb**
 - It was agreed that TC, TM and TA would each talk about their leadership themes for 10 mins at the team meetings this week.
 - JP asked for comments on “People “Survey” slides asap today
 - ND to check on hire of AV at venues plus flipchart paper and post-its
 - TC said no volunteers have come forward for the role of People Champion for the team
 - JP said a suggestion box would be a great idea for anonymous comments on the People Survey
 - MT mentioned if the Board Pack was to be sent round. EW recommended the pack is sent round before the meetings and 1 put on each table at the venues.
3. **Conference 10 March**
 - Hotel and travel bookings have now been booked
 - Insights have been booked but EW asked the team not to share with staff as this was hoped to be a surprise
4. **Business Planning**
 - EW said he would circulate the completed plan by the end of today
 - EW wants a staff recruitment meeting after Disputes meeting on Wednesday
5. **People Update**
 - EW reminded everyone that Jerry Orme’s last day is this Friday
 - MT said Jerry would be staying on a further 2 weeks to work on “data” to reduce the number of queries
6. **Scheme Cascade**
 - No cascade this week as we have the big team meetings
7. **Pipeline**
 - TC mentioned having a meeting with Nicola Gray and placing candidates in Glasgow, it is hoped CP will announce more in his update
 - This is to start in April
8. **Graduate Interviews**
 - EW asked if anyone could cover the panel during interviews
9. **Weekly Report**
 - Accreditations: MM noted we were near to target
 - Technical Queue: TM noted Andy & Francis are on leave and issues/queries should be sent to him
 - Sustainability: TC asked where the new calculator is – JP noted this is still with Legal
 - Sustainability BSL: MG noted there are 700 cases currently with Paul and Angie & Libby plan to assist
 - Payments: MT said we need to get all payments finalised for the payment run on Thursday 4th Feb
 - Compliance Queue: MG said there were around 200 that have not been actioned
 - OP Support Queue: TC asked if the remaining 14 cases with “discrepancy” had been sorted – MG said he was working with Legal
 - TC mentioned there were lots of bugs in the system :
 - Cheryl’s email was confusing, MT will send round an email to explain
 - Tarrif’s/Tech Project: JP showed everyone the old fashioned templates with out of date logo’s and asked if it was worth 1 ½ day development time. EW said “no”.
10. **DETI**
 - TC said there has been much interest generated with people asking what is happening.
 - NI are in Election period
11. **ICS**
 - TC thanked everyone who took part in the training
12. **AOB**
 - Desk Move 5 March – TM noted we will be tight on desks

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