

Change Request Form



Project name	NI NDRHI Scheme	Date raised	12 February 2016
Change Title	DETI Additional Funding 2015/16	Raised by	Gareth John
Change Reference	DETI Additional Funding 2015/16	Senior Responsible Owner (SRO)	Chris Poulton
Project Director	Gareth John	Workstream Manager	Teri Clifton
		Version	2
		Version date	12 February 2016

Change description	<p>This change request summarises for clarity the agreed changes set out in the letter from Stuart Wightman to Edmund Ward dated 18 December 2015, as per the request in that letter. It does not preclude any further change request as might be raised in the course of Ofgem E-Serve's subsequent or ongoing administration of aspects of the Northern Ireland Non-Domestic RHI scheme in line with Administrative Arrangements between DETI and Ofgem E-Serve.</p> <p><u>Operational Change</u> Application volumes have increased by 770% against forecast volumes for 2015/16. We have received 1242 in this financial year so far compared to a forecast of 180. This is due to the supply chain anticipating the November 2015 Regulation changes and can be demonstrated below:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Month</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Applications submitted</td> <td>52</td> <td>100</td> <td>504</td> <td>378</td> <td>2</td> </tr> <tr> <td><i>Cumulative submissions (YTD)</i></td> <td>258</td> <td>358</td> <td>862</td> <td>1,240</td> <td>1,242</td> </tr> </tbody> </table> <p>DETI recognise that with existing resources Ofgem are unable to clear this queue in a timely manner and so to improve the customer experience and to facilitate the applications getting onto the scheme, they are providing additional funding to support extra resources to mitigate some of this queue. It is recognised that Ofgem will still carry over a queue of applications in progress into 2016/17.</p> <p>In addition, DETI have asked for 6 extra audits to be undertaken by Ricardo AEA before April to provide assurance on the applications received in the last 4 months.</p> <p>DETI are anticipating further scheme changes before April and so have also set aside £5k in anticipation of further legal costs Ofgem may incur in the deployment of these changes.</p> <p>Total Cost of Change: £48,000, of which: £36,000 Application Processing</p>	Month	Aug	Sept	Oct	Nov	Dec	Applications submitted	52	100	504	378	2	<i>Cumulative submissions (YTD)</i>	258	358	862	1,240	1,242
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	£7,000 £5,000	Additional 6 audits Anticipated additional legal costs
Timing of the Change: Funding has already been confirmed by letter on the 18 December 2015.		
Change approval required by	Gareth John	Reason for requirement Agree the additional funding and commit to the operational requirements above.
Impact Assessment	This additional funding will allow Ofgem to increase resources over the next 3 months to deal with the queue. The queue volumes will also be reflected in business planning for 2016/17.	

Change Control Stage	Cost assessment of change has been completed by Ofgem.
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Ofgem Impact Analysis - Summary of Preferred Option

Cost Impact

	2015-16	2016-17
Original PID/FS Cost Est.	218,700	
Previous Change Impact		
Current Change Impact		
- Development Cost		
- Operational Cost	48,000	
Total Cost Estimate	266,700	

Time Impact


Deliverable	Milestone	Old Planned Date	New Planned Date
January – March 2016			March 2016

Scope Impact

Work Area	Details of Change in Scope
Accreditations	Additional resource to administer applications
Audits	Request for Ofgem’s audit contractor (Ricardo AEA) to complete the additional audits

Ofgem Authorisation

The following signature certifies that the costs and other impacts of the change have been adequately assessed and that the details provided are Ofgem’s best estimate of those impacts.

Approved by (name)	Signature	Date
Gareth John		15/2/2016

DETI Authorisation

	2015-16	2016-17	2017-18
Approved Funding to date	218,700		