

RESTRICTED MANAGEMENT

**Notes of MC Meeting – 29 October 2013**

**Item 1 – Agree note of last meeting**

Note agreed

**Item 2 – Roundtable feedback**

MC members provided feedback on their areas.

- Further update on internal Comms on green levies at next MC (Action: Felicity Beverley)
- Summary of Enforcement Cases will be presented at future MC (Action: Charles Hargreaves)
- We need to ensure Continuous Improvement Projects are progressing (Action: All)
- Cathryn's Q&A session in independence – examples are required (Action: All)

**Item 3 – Budget Forecasts**

Peter Rice and Luis Castro presented the latest information.

- There will be separate sessions with DECC on Thursday and with Andrew Wright on Monday. We need to ensure there is credibility in what we are presenting and that teams are comfortable with the numbers
- We need to nail down the presentation for the budget sessions and also check with Paul Heseltine who and what is needed (Action: Luis Castro).
- Additional budget information is being prepared and will go to Andrew Wright on Friday (Action: Luis Castro)

**Item 4 – Change Control MoU**

Andrew Amato presented the Paper and Process Chart for this item.

- Add “agree” stage explicitly for each process step (Action: Andrew Amato).
- Get process in place in principle and roll out for each scheme. Each scheme Director will have discretion as to how this is applied as we need flexibility/adaptability for the “off-piste” areas that don't fit the generic process as well. Feedback needs to be obtained from each scheme as to how they are applying this (Action: Andrew Amato)
- The MoU Implementation Board needs to agree a date from which the process is triggered and what the process is from that date. (Action: Andrew Amato)

**Item 5 – Balance Scorecard/KPIs**

Jonathan Lynch-Kelly presented the Paper for this item.

- Any urgent changes to KPIs/Deliverables need to Jonathan by 30/10/13 (Action: All)

3 issues need to come back to MC on Balance Scorecard:

- Identified issue on staff churn needs to be revisited (Action: Clive Sparrow)
- Queue time – what does good look like ? (Action: All)
- Scheme run-rate – add another column showing revised budget forecast (Action: Jonathan Lynch-Kelly)

**Item 6 – RHI Audit Programme**

David Fletcher presented the Paper for this item.

- A concise report needs to go to DECC, Audit Committee and Project Board on impact, the 3 options, measures we are preparing to take, and action plan. Also, get our approach blessed by Deloitte (Action: David Fletcher)

**RESTRICTED MANAGEMENT****Item 7 – Carbon Trust Loans**

Edmund Ward presented the Paper on this item

We need to be careful going forward on any enquiries on state aid. Do we need to tighten up and possibly put caveat on every email saying recipient needs to get their own legal advice ? (Action: Cathryn Scott)

<b>Attendees:</b>	Robert Hull	Charles Hargreaves	Cathryn Scott
	Matthew Harnack	Clive Sparrow	Min Zhu
	Martin Crouch	Claire Burgess	Milton James
	Will Broad (for Giedre Kaminskiate-Salters)	Julie Nerney	
<b>Also attending:</b>	Felicity Beverley (update)	Richard Fawsett (update)	Luis Castro, Peter Rice, (Item 3)
	Andrew Amato (Item 4)	Jonathan-Lynch Kelly (item 5)	David Fletcher (item 6)
	Edmund Ward (item 7)		
<b>Apologies:</b>	None		
<b>MC Secretary:</b>	Keith Duncan		