



# Minutes

## Environmental Programme Board

Minutes from Environmental Programme Board Meeting	From Date and time of Meeting Location	Niki Sharp 16 May 2012, 14:30 Conference Room 3
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### 1. Present

- 1.1. Bob Hull, Matthew Harnack, Charles Hargreaves, Luis Castro, Keith Avis, David Fletcher, Curt Silver, Richard Kayan, Andrew Amato, Elizabeth Morrow, Rita Chohan, Jane Moorhouse, Shalini Vaghela, Laura Missingham and Milton James.

### 2. Apologies

- 2.1. Apologies from Joe Blakeney-Edwards and Edward Ntephe.

### 3. Minutes from Last Meeting

- 3.1. The minutes from the EPB meeting held on 02 May 2012 were taken as read and accepted.

### 4. Action Log Review

- 4.1. The new actions arising from this meeting are:

<b><u>ACTION</u></b>	<b><u>Description</u></b>	<b><u>Responsibility</u></b>
<b>Action 197:</b>	Letter to DETI re NIRHI to include amendments re key points	KA/MH
<b>Action 198:</b>	Organise a meeting with senior management to discuss the ECO Scoping Study findings and for an initial scrutiny of costs. Copy of the scoping study to be sent ahead of the meeting.	DF
<b>Action 199:</b>	Matthew Harnack to speak to Richard Mellish re funding for ECO, including the interim development phase.	MH

- 4.2. Current and deferred actions will be reviewed remotely and will be collated and updated by Niki Sharp.

### 5. Project Status Update

#### **IT Developments**

#### *CESP*

- 5.1. As CESP is live, in future EPB meetings this item will be reported on by exception.
- 5.2. Working with NSD to develop a PID and project plan to manage the final months of this scheme. Hope to have completed this work in around two weeks time. As part

of this process, we are reviewing 450 schemes to test our approval systems and check for any issues.

- 5.3. Have also received a project plan from IT which sets out the next module. This plan suggests that we will have a live system in one month, with a few remaining issues to resolve.

### **New Scheme Development**

#### *RO Sustainability*

- 5.4. DECC has indicated that it will release its draft consultation document and project plan this week. The consultation document will focus on sustainability amendments, but will include at least one banding amendment – a cap for biomass. The proposed cap is likely to be the most 'controversial' amendment in the consultation document. DECC intend to publish the consultation in mid-June, for a 12 week consultation.
- 5.5. In terms of banding, EP continue working with DECC on these changes.
- 5.6. As we are getting some clarity on what changes are needed, we have approval to begin working with IT scope what is required. Next week, we will also begin work on a feasibility study and PID, both of which will be discussed with Matthew in his surgery.
- 5.7. A paper was presented to EPB discussing options for publishing guidance material. The paper was taken as read and the recommendations were approved in principle, subject to any comments from Board Members via email.

#### *NI RHI*

- 5.8. DETI has indicated that it needs to deliver in September 2012. If DETI continue to seek this delivery date, the short timeframes involved may result in the need for a manual interim solution
- 5.9. Our feasibility study originally said we needed two weeks to put together a team, should approval be granted. Have indicated that due to the wait for approval, is now four to six weeks. We are currently two weeks into these six weeks.
- 5.10. Beginning to look at recruiting a Band C and a Project Manager for this project. Will need to ensure funding is in place before we commence this process fully.
- 5.11. Bob Hull noted that before recruitment can commence, it is crucial that we have agreement with DETI on the timeframes, funding and liability. Of particular importance is securing agreement that DETI bear the costs of any legal challenge. The letter from DETI does not yet provide assurances on these details, so our response will need to address these points. Further, any 'service level' or other agreement is yet to be discussed and we will need to seek interim funding from DETI to cover the costs of this negotiation. MH and will amend our draft letter of response to reflect this position.
- 5.12. Also need to inform DETI of the impact of the Olympics on our original timeframes and estimates.

### **ECO**

- 5.13. We have provisional approval from the Authority to progress with development work, subject to certain red lines.

- 5.14. We are drafting a scoping study, which will be sent to senior management shortly for their comment, ahead of a draft version being shared with DECC. Costs and resources in this draft study are yet to be finalised and will be discussed further with senior management.
- 5.15. Matthew Harnack to speak to Richard Mellish (DECC) re funding, in particular to secure funding for the interim development phase.
- 5.16. Possibility that Green Deal may not be fully launched in October 2012. The impact of this on ECO will need to be explored.

## **6. Any other business**

- 6.1. No other business raised.

## **7. Date of next meeting**

- 7.1. The next meeting is scheduled for Wednesday 30 May 2012 at 3.30pm.