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**From:** Paul Heigl  
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Hello all,

Rather than full minutes for this meeting the key points and actions are set out below. I have updated the spreadsheet we were using to generate discussion to reflect some of the points discussed also – as stated in the meeting this will very much be a working document and used to tease out processes, actions and track decisions.

<http://sharepoint/Ops/Environ/New Scheme Development Lib/New%20Projects/NIRHI/Agency%20Services%20Agreement/Ofgem%20services%20and%20functions%2013.08.12.docx>

Attended

Marcus Porter (MP)	Sophie Jubb (SJ)
Will Elliott (WE)	Morag Drummond (MD)
Michelle Murdoch (MM)	Paul Heigl (PH)

Enforcement

- MP and WE have concerns over the current unofficial agreement with DETI that they retain all enforcement functions. MD stated that we would need to retain most enforcement functions as we would need to make quick, reactive decisions with regards to suspending accounts or halting payments when we have reasonable suspicions. We would want DETI to decide on recovering over-payments and DETI to make decisions on fraud when we have suspicions.
- ACTION:** PH to add this to the teleconference agenda for discussion with DETI.

Reporting

- Again we need to bottom out what DETI want for reporting and what we want for Ofgem – the solution needs to be our best case scenario for reducing workload and resource input while ensuring that we mitigate against a high volume of *ad hoc* enquiries from DETI.
- We need to present a case to DETI that sets out what we will provide to them in terms of reporting and clarify with DETI whether they will be publishing their own reports using our

raw data or whether they expect the volume of reports we currently provide to DECC.

- **ACTION:** PH to draft an email to DETI, to be commented on internally, that sets out our thinking and presents the options to DETI. This email will be used to 'set the stage' for a wider discussion during Thursday's teleconference.
- MD raised the issue of FOI requests and whether we could put something in the AA that stipulates that we may require additional resources from DETI to produce responses to *ad hoc* requests and FOI requests for NI.

Many thanks and any comments/additions very welcome,

Paul

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