

UNC Performance Assurance Committee (PAC) Agenda

10:30 Tuesday 11 August 2018

at Elexon, 350 Euston Road, London, NW1 3AW

1. Introduction and Status Review

- 1.1. Confirm quorate status
- 1.2. Apologies for absence
- 1.3. Note of Alternates
- 1.4. Review of Minutes (06 August 2018)

2. Monthly Review Items

- 2.1. Risk Register Review
- 2.2. Issues Register
 - 2.2.1. PAC09 – Data quality and issues with the submission of readings result in higher levels and fluctuations in (UIG) Unidentified Gas
 - 2.2.2. PAC10 - Product Class 2 and 3 Meter Read Submission Performance
 - 2.2.3. New issues
- 2.3. Project Plan
- 2.4. Ofgem Update
- 2.5. Review of Monthly PARR Reports
- 2.6. Review of PAC Related and New Modifications

3. Annual Work Plan and Budget

- 3.1. Draft Work Plan and Budget Actions Update

4. Communications Plan

5. Any Other Business

- 5.1. Review of the Performance Assurance Framework - All
- 5.2. Smart Meters (exchanges and read submission statistics) – All
- 5.3. Consideration of the Ofgem Decision Letter for UNC 0619/A/B – All
 - 5.3.1 Undertake GAP Analysis when considering Modifications 0647, 0664 and 0665
- 5.4. Supplier and Shipper Theft of Gas Reporting – FC
- 5.5. New PAC Member Process - All

6. Review of Outstanding Actions

7. Next Steps

- 7.1. Key Messages - PAFA

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk

8. Diary Planning

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Action Table (as at 06 August 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0501	08/05/18	2.1	Xoserve (FC) to investigate Schedule 33 data with Electralink/TRAS and see if this data could be shared with Xoserve.	Xoserve (FC)	Carried forward
PAC 0601	12/06/18	2.1	Xoserve (RH) to investigate the status of the sites with a standard correction factor and MAMCoP.	Xoserve (RH)	Carried forward
PAC 0602	12/06/18	2.1	Xoserve (FC) to provide feedback via the Customer Account Managers on the Shippers performance with a RAG status, including the current level of engagement with each Shipper.	Xoserve (FC)	Carried forward
PAC 0607	12/06/18	5.5	Xoserve (FC) to write to Ofgem and summarise what actions have been taken so far and request the assistance of Ofgem with the resolution to the consumption adjustment issue.	Xoserve (FC)	Carried forward
PAC 0801	06/0818	2.1	All PAC members to review the Risk Register and the reporting of how a new risk is to be included into the Risk Register.	ALL	Pending
PAC 0802	06/0818	2.1	Xoserve (FC) to provide further data and information on the correct application of site and standard Correction Factors .	Xoserve (FC)	Pending
PAC 0803	06/0818	2.2.2	PAFA (NV) to document and provide information on the process of moving a Risk to an Issue and how it will be defined and monitored.	PAFA (NV)	Pending
PAC 0804	06/0818	2.4	PAFA (NV) to conduct a Risk Register Review to encompass the Assumptions Register and the original Engage Report to ensure all are fit for purpose.	PAFA (NV)	Pending
PAC 0805	06/0818	2.6	PAFA (NV) and Xoserve (FC) to discuss the formatting and figures contained within the Monthly PARR Schedule 2 Reporting	PAFA (NV)	Pending

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Action Table (as at 06 August 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			Update in readiness for the September meeting.		
PAC 0806	06/0818	5.3	Shipper Member (MB) to produce a draft letter to Panel on behalf of PAC regarding the Ofgem decision letter in relation to Modification 0619/A/B, and this to be circulated to all PAC Members for feedback and agreement.	Shipper Member (MB)	Pending
PAC 0807	06/0818	6.0	Xoserve (FC) to approach the DSC Change Management Committee and enquire what information the PAFA could be given in relation to the Xoserve UIG Task Force and to advise if the PAFA could attend any of the meetings for that specific item.	Xoserve (FC)	Pending
PAC 0901	03/09/18	2.1	Joint Office (BF) to develop a brief on-boarding pack of information which will include the information suggested at this meeting; resignation; how to access information from Joint Office and PAFA via Huddle and what type of information is available.	Joint Office (BF)	Pending
PAC 0902	03/09/18	2.1	Xoserve (NC) to include the resignation process in the contract information sent to new Members.	Xoserve (NC)	Pending
PAC 0903	03/09/18	2.2	Joint Office (BF) to re-issue the new version of the appointment letter for all PAC Members to sign.	Joint Office (BF)/ALL	Pending
PAC 0904	03/09/18	2.2	Joint Office to a) draft a high level resignation process which sets out how the process is closed and down and confirms to the Member what the member can/cannot do following resignation and, b) to include an agenda item for discussion at the 09 October meeting to review the draft resignation process and the Non-Disclosure Agreement.	Joint Office (BF)	Pending

