

UNC Performance Assurance Committee (PAC) Agenda

10:30 Tuesday 14 May 2019

at Radcliffe House, Blenheim Court, Warwick Road, Solihull, B91 2AA

- 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 (09 April 2019)
- 2. Review of Outstanding Actions**
- 3. Committee Matters**
 - 3.1. For Attention**
 - 3.1.1. Modification 0654S – Mandating the provision of NDM sample data
 - 3.1.2. Modification 0664 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (JW)
 - 3.1.3. Modification 0674 - Performance Assurance Techniques and Controls (MB)
 - 3.1.4. Request 0677R – Shipper and Supplier Theft of Gas Reporting Arrangements (CW)
 - 3.1.5. Standards of Service Liabilities Reporting (BF)
 - 3.1.6. PAC Reporting Change Proposals (ES)
 - 3.1.7. XRN4914 – MOD0651 Retrospective Data Update Provisions (ES)
 - 3.2. For Decision**
 - 3.2.1. Shipper Responses to the PAC Performance Observation Letters Update (SR)
- 4. Monthly Review Items**
 - 4.1. Risk & Issues Register Review
 - 4.2. Review of Monthly PARR Reports (inc. Dashboard update)
- 5. Best Practices (News Bulletin) Update**
- 6. Any Other Business**
 - 6.1. Observers attending PAC
- 7. Next Steps**
 - 7.1. Agree Key Messages - PAFA
- 8. Diary Planning**

PAC Action Table (as at 09 April 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0101	08/01/19	2.	<i>Reference Future PAF Reviews - PAFA (SR) to look to provide a separate document with questions around Industry performance requirements whilst also providing an outline of how many Industry Performance related letters have been issued, and how these and any responses received to date are reflected in the metrics, with an outline plan of action to be provided by early May for consideration at the May 2019 meeting.</i>	PAFA (SR)	Carried Forward (Update due 14 May 2019)
PAC 0103	08/01/19	2.	<i>Reference the Count of Outstanding Consumption Adjustments as at 21/12/2018 (Pot 1 only) - Xoserve (FC) to look to identify what contact has been made with Shippers and what if any, corrective actions have been put in place.</i>	Xoserve (FC)	Carried Forward (Update due 14 May 2019)
PAC 0104	08/01/19	2.	<i>Reference the Pot 2 sites not loading actuals as at 21/12/18 by Anonymous Shipper, Average Age (days) and Action Owner - Xoserve (FC) to look to undertake an assessment of the Pot 2 nominations compared to allocations in Gemini in order to look to identify any discrepancies with these sites and whether the issues have been flagged up to the respective Shippers, including whether or not, any site visits would be required.</i>	Xoserve (FC)	Carried Forward (Update due 14 May 2019)
PAC 0401	09/04/19	2.0	PAFA to request a meeting with Harwich regarding continuing poor performance in order to obtain a view on the status of their resolution plans.	PAFA (SR)	Pending
PAC 0402	09/04/19	3.1.1.	Xoserve (FC) to support JW in the development of Modification 0664 – Transfer of Site and Low Read Submission Performance from Class 2 and 3 into Class 4	Xoserve (FC)	Pending
PAC 0403	09/04/19	3.1.1.	PAFA (SR) and Xoserve (FC) to produce a draft proposal/contract change to enable the PAFA to support PAC members in the Modification development process.	PAFA (SR) and Xoserve (FC)	Pending

PAC 0404	09/04/19	3.1.6.	All PAC members to provide feedback directly to the PAFA (SR) in relation to any issues they have observed with AMR by 01 May 2019.	ALL PAC Members	Pending
PAC 0405	09/04/19	3.1.6	Xoserve (FC) to provide an overview of the reports produced for Meter Reading Performance of Smart and AMR sites.	Xoserve (FC)	Pending
PAC 0406	09/04/19	3.2.1.	PAFA (SR) and Xoserve (FC) to investigate if there are any Datalogger issues regarding the 28 poor performing sites for South Clarence.	PAFA (SR) and Xoserve (FC)	Pending