

UNC IGTAD Committee Minutes

Friday 04 August 2017

Via Teleconference

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Cher Harris	(CH)	IGT	Voting Member
Graham Hill	(GH)	IGT	Voting Member
John Cooper	(JC)	IGT	Voting Member
Victoria Parker	(VP)	IGT	Voting Member
Darren Lond	(DL)	Transporter	Voting Member
Joanna Ferguson	(JF)	Transporter	Voting Member
Richard Pomroy	(RP)	Transporter	Voting Member

Apologies

Martin Peters	(MP)	IGT	Voting Member
Chris Warner	(CW)	Transporter	Voting Member
Hilary Chapman	(HC)	Transporter	Voting Member

Copies of all papers are available at: <http://www.gasgovernance.co.uk/igtadcom/040817>

1. Introduction and Status Review

BF welcomed the members to the meeting.

1.1 Confirm Quorate Status

The Meeting was declared as quorate.

1.2 Note of Alternates

R Pomroy for C Warner.

1.3 Approval of Minutes

No minutes to approve.

2. Terms of Reference

BF presented draft Terms of Reference for consideration and approval by the IGTAD Committee.

Members noted and agreed that currently there were no IGTAD subsidiary documents for consideration.

Members agreed that attendance to meetings should be open to IGTAD Parties and the CDSP, however other industry parties attendance would be restricted by specific invitation only.

CH questioned whether members should be asked to confirm that they agreed to represent the views of the industry rather than the views of the organisations they were employed by in a similar way to Performance Assurance Committee (PAC) members. JF felt that the nature of the information provided to PAC required a greater degree of assurance and that IGTAD Committee members should be aligned to other UNC Committees with no

declaration required. BF advised that this could be revisited should the nature of the information discussed warrant such a requirement in future.

It was agreed that minutes of each meeting should be published on the Joint Office website.

RP raised a concern about quoracy as he felt these should be nearer to the levels of other UNC Subcommittees such as Performance Assurance Committee. JF agreed that the test appeared to be too low. BF raised a point that as with EBCC, there might be items where individual members might be conflicted and unable to vote. It was agreed to use the standard numbers for quoracy of 6 members present of which at least 2 should be IGTs and 2 Transporters.

It was agreed to clarify that voting would be by simple majority of members or their alternates present at the meeting providing it was quorate.

RP requested that the test for unanimous voting appeared to apply to all votes which conflicts with majority voting? JF agreed that it was misleading although agreeing it was a direct lift from IGTAD. It was agreed to reword and simplify the section and where appropriate reference where Unanimous voting is required.

BF agreed to review the Terms of Reference and circulate an amended copy for approval by email.

Post Meeting Note:

Following review of the IGTAD Section F Paragraph 7.

The IGTAD sets the quoracy level for meetings which is set at two members present one being an IGT and one a Transporter. It also appears to advise that all votes need a unanimous decision of members present to be taken forward. I suggest that the wording from the IGTAD is adopted in the Terms of Reference.

3. Matters for the Committee

BF advised that no other matters were requested for presentation to the Committee.

4. Review of Actions Outstanding

No actions for consideration.

5. Any Other Business

None.

6. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

IGTAD Committee meetings are scheduled as follows:

Time/Date	Venue
09:30 01 November 2017	Teleconference

Action Table (as at 04 August 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
					Pending