

## Agenda

### UNC Performance Assurance Committee (PAC)

**10:30 Tuesday 14 January 2020**

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

<https://www.blenheimcourtsolihull.co.uk>

Please provide all agenda items and any related meeting papers in time to allow publication by 5pm on Monday 06 January.

*Short notice items are in italics*

*\* indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
<b>1. Introduction</b>			
1.1.	Apologies for absence		
1.2.	Note of Alternates		Information
1.3.	Quoracy Status	Chair	
1.4.	Approval of Minutes (10 December 2019)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Information
<b>2. Monthly Performance Assurance Review Items</b>			
2.1.	Risk & Issues Register Review	PAFA (SR)	Approval
2.2.	PARR Report Review - Dashboard update	CDSP (SR)	Approval
2.3.	AQ at Risk Update	CDSP (FC)	Discussion
2.4.	EUC09 Count by Class Update *	CDSP (FC)	Discussion
<b>3. Review of Potential Changes to Performance Assurance Reporting and PARR</b>			
3.1.	Modification 0664 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4	SSE (MJ)	Information
3.2.	Modification 0674 - Performance Assurance Techniques and Controls	Scottish Power (MB)	Information
3.3.	Modification 0699 - Incentivise Key Areas of Performance using additional UIG Charges (SC)	Scottish Power (SC)	Information
3.4.	Any Other changes		Information
<b>4. Matters for Committee Attention</b>		CDSP (FC)	Information
4.1.	Unintended consequences - Product Class churn	CDSP (FC)	Discussion
4.2.	Data Discovery Platform (DDP) Update	CDSP (DN/JR)	Information
4.3.	Standards of Service Liabilities Report (information only)	Chair	Information
<b>5. Any Other Business</b>			

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5.1. Discussion on Risks around Gas Corrector Removals	Total Gas & Power (LH)	Discussion
5.2. To be confirmed		Information
<b>6. Next Steps</b>	Chair	Information
6.1. Key Messages	PAFA (SR)	Information
<b>7. Diary Planning</b>	Chair	Information

**PAC Action Table (as at 10 December 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 1105	12/11/19	4.4	Xoserve (JR), PAFA (SR) and Shell (CW) to ensure that Modification 0707 access rights are sufficient to provide the appropriate access to PAFA.	Xoserve (FC) Shell (CW)	<b>Carried Forward</b>
PAC 1106	12/11/19	4.5	Xoserve (FC) and PAFA (SR) to start the process to update PARR Reports to include Modification 0654 PARR Specification.	Xoserve (FC)	<b>Carried Forward</b>
PAC 1107	12/11/19	4.5	Xoserve (FC) and PAFA (SR) to ensure the scope of the 0654 PARR is added to Huddle.	PAFA (SR) Joint Office (RH)	<b>Carried Forward</b>
PAC 1110	12/11/19	6.9	All to review the Table on Product Class churn effects of live Modifications (published on the 10 Dec 2019 PAC Meeting page).	All	<b>Carried Forward</b>
PAC 1202	10/12/19	1.5	Xoserve (FC) to ensure Document 4 PAFA Scope Definition is updated.	Xoserve (FC)	<b>Pending</b>
PAC 1203	10/12/19	1.5	Joint Office (HC) to re-publish Document 4 PAFA Scope Definition once approval has been provided from Xoserve.	Joint Office (HC)	<b>Pending</b>
PAC 1204	10/12/19	1.6	Joint Office (RH), PAFA (SR) to consider potential dates for an additional PAC Development meeting in January.	Joint Office (RH) PAFA (SR)	<b>Pending</b>
PAC 1205	10/12/19	2.2	Xoserve (JR) to provide supporting articulation i.e. 'what is going on' in the PARR Report Dashboard.	Xoserve (JR)	<b>Pending</b>

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PAC 1206	10/12/19	3.2	Joint Office (RH/HC) to establish if the PAC Documents; Performance Assurance Framework - Performance Reports Register and Performance Assurance Report Register should be published on the UNC Related Document page at: <a href="http://www.gasgovernance.co.uk/tpddocs">http://www.gasgovernance.co.uk/tpddocs</a>	Joint Office (RH/HC)	<b>Post Meeting Note</b>
PAC 1207	10/12/19	3.2	Xoserve (FC) and Joint Office (RH) to review the governance of the Performance Assurance Framework - Performance Reports Register and Performance Assurance Report Register.	Xoserve (FC) Joint Office (RH)	<b>Pending</b>

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