

**UNC Workgroup 0518S Minutes  
Enhancement to the Gas Safety (Installation & Use) Regulations  
process**

**Thursday 22 January 2015**

**31 Homer Road, Solihull, B91 3LT**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andrew Margan*	(AM)	British Gas
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Mitchell	(DM)	Scotia Gas Networks
Hayley Burden	(HB)	National Grid NTS
Hilary Chapman	(HCh)	Xoserve
Kirandeep Samra	(KS)	Npower
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Shiv Singh	(SS)	National Grid Distribution

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0518/220115>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 June 2015.

**1.0 Review of Minutes and Actions**

**1.1. Minutes**

Minutes approved.

**1.2. Actions**

None.

**2.0 Workgroup Report**

BF confirmed that the Workgroup had agreed to consider: Management of back billing; Additional Information Feeds for the monthly report; Review of business rules; Timeline; the Scale of the issue, Project Nexus and Customer interactions.

HCh provided a high level cost estimate for the Workgroup to consider.

AM enquired about the reports and the ability for Xoserve to identify where there has been activity to submit a read or update the meter details - can the report identify if this activity is the previous Shipper or the current/proposed registered Shipper or indeed another party. HCh confirmed with a little extra work it would be possible to supply this additional information.

**2.1. Business Rules**

The Workgroup considered the solution and Business Rules recently amended by Scotia Gas Networks.

The Workgroup discussed which party would receive a report where the site had been withdrawn and a different party is trying to provide an update. It was believed that further consideration would be required for this scenario.

The Workgroup considered the intent of the modification to ensure Users take appropriate action where anomalies occur with sites that are capable of offtaking gas but the site is either unregistered or recorded as having the meter removed. This is to ensure Transporters do not visit sites unnecessarily.

It was confirmed a report would be provided to Shippers where there has been some system activity i.e. an SPA or RGMA flow, which suggests that there is a meter connected and capable of flowing gas.

CW enquired what would be considered as a relevant action update. DM confirmed that if a meter is able to flow gas, or there is an attempt to update the supply point register, either by a site registration or meter asset update. CW suggested if the Shipper identifies an anomaly the Shipper would either follow the process implemented by Modifications 0424 - Re-establishment of Supply Meter Points – prospective measures to address shipperless sites or 0425V - Re-establishment of Supply Meter Points – Shipperless sites. DM agreed to review Modifications 0424 and 0425 to ensure the process could coincide but not overlap them.

The Workgroup considered the timescale of 30 days for sites visits. LL asked if Shippers could request additional time to undertake site visits with a justification for the request as this may be required if there is difficulty gaining access to the site i.e. it is unsafe to access. CW highlighted that Modification 0455 allowed 40 business days with the option to extend a further 20 business days if extra time required. DM agreed to consider the timescales implemented under Modification 0455 - Updating of Meter Information by the Transporter.

The Workgroup considered the intent of the modification in an attempt to reduce/avoid sites falling into the Gas Safety Regulation (GSR) process. DM explained the proposed process triggers at least 6 months in advance, allowing a further 3 months before a site would potentially appear on the GSR report. He explained that there would still be an opportunity to avoid site visit costs if the Transporters are advised of an update before a GSR site visit is undertaken. However, he didn't want the process to simply remove sites out of GSR process whilst an anomaly is being investigated which is not resolved. The process was designed to provide an early warning to Shippers of an anomaly, which may wish to be investigated to avoid unnecessary costs.

The Workgroup suggested SGN might wish to review the title of the modification to better reflect its intent. DM noted the request.

## **2.2. Timeline**

DM agreed to review Modification 0424, 0425 and 0455, the associated timelines and consider the provision of a process map to clarify the process.

## **3.0 Next Steps**

Workgroup to consider: End-to-End Process, Business rules, the Scale of the issue, and any Customer interactions (additional consideration from Panel).

## **4.0 Any Other Business**

None.

## **5.0 Diary Planning**

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

Workgroup meetings will take place as follows:

<b>Time / Date</b>	<b>Venue</b>	<b>Workgroup Programme</b>
Thursday 26 February 2015	31 Homer Road, Solihull, B91 3LT	Topics for further consideration: End to End Process Business rules Scale of the issue Customer interactions