

**JOINT GOVERNANCE ARRANGEMENTS COMMITTEE**  
**MINUTES OF THE 26<sup>th</sup> MEETING HELD ON FRIDAY 29 NOVEMBER 2013**

**Attendees:**

**Representatives:** A Raper (AR) National Grid Distribution); N Jamieson (NJ), National Grid NTS; S Parker (SP) Northern Gas Networks and S Edwards (SE) (Chair, Wales & West Utilities)

**Joint Office:** L Jenkins (LJ) and R Fletcher (RF)

**Also in attendance:****26.1. Introductions**

NJ was introduced to Committee members as the new representative for National Grid NTS.

**26.2. Minutes of last meeting and actions arising**

The minutes of the previous meetings are to be considered at the next full meeting on 14 February 2014.

**JGAC2301:** JF to provide proposed JGAA change to accommodate SEC implications

**Update:** Not discussed at this meeting. **Carried Forward.**

**JGAC2303:** Representatives to provide a view on moving to the JO managing a centralised service for legal text provision

**Update:** Not discussed at this meeting. **Carried Forward.**

**26.3. Panel Chair**

- a) Consider any views expressed at the Panel on 21 November

LJ confirmed that while Panel members acknowledged the Ofgem letter, no formal feedback was received. AR agreed with this view and that there was no challenge to the statement or support for the recommendations.

SE asked if there was an action for Panel members to respond to the letter. LJ confirmed no action was logged for further Panel discussion.

- b) Determine next steps in response to the Ofgem letter

SE asked what the plan of action should be for the next few months, how was handover to be administered?

LJ advised that his appointment is approved and that he will be chairing Panel from December. He confirmed that TD would be supporting him at the next Transmission Workgroup and Panel meetings and with other JO tasks until he reached his effective leaving date around 20 December.

SE asked about the additional roles such as JGAC, is hand over being managed efficiently? LJ agreed that he will be leading in these roles from now on and that TD

is available to support his activities. AR noted that the industry needs to acknowledge that the Panel chair is changing and that allowances need to be made to allow the new Chair time to settle into the role.

SP asked LJ for an update once he has been in post for month to get his views on the JO and what can be improved or where efficiencies can be made. LJ felt this would be a useful exercise. He asked members to note that he intends to start a process of one on one engagement with industry stakeholders and that he would be willing to discuss his observations in more detail with individual members at that time.

LJ confirmed that he intends to meet with Lesley Nugent of Ofgem on 11 December. SE asked if it would be worth holding a short teleconference after this meeting to agree what should be presented to Panel the following week. Members agreed to meet by teleconference on Friday 13 December 2013

SE asked if TD had provided an overview document of the task and activities for Panel Chair and Chief Executive roles further to the email previously provided, if not could he be asked to do this before he leaves the JO. SP agreed with this, as he wanted to understand the roles more clearly. He also wanted a non Transporter Panel view of an independent Panel Chair role.

**New Action JGAC 2601: TD to provide a handover document explaining the roles of the Panel Chair and Chief Executive.**

LJ agreed that it would be worth expanding the discussions with Panel to identify their concerns or expectations from the selection process. AR agreed with this view and felt it would be useful if a presentation were provided. SP suggested that it might be beneficial if the discussion takes place away from Panel and to be part of the one to one meetings, with full Panel engagement at a later date.

SE asked if the presentation information could be provided in advance of the meeting to allow members time to reflect on the process. SP wanted the questions to relate to the appointment process, do they want an independent Panel Chair and should the roles of Panel Chair and Chief Executive be separated?

LJ suggested drafting an open letter, including the challenges raised in Ofgem's letter, to be issued to all parties, which then allows individuals to independently consider and respond. The output from this consultation could then be used to determine next steps with regards to responding to Ofgem's letter. Members agreed with this approach.

**New Action: JGAC 2602 – LJ to draft a Letter to Panel members for circulation after the meeting with Ofgem planned for 11 December.**

**26.4. AOB**

a) JGAC Committee Chair

LJ advised that the chair is appointed for 1 year and asked for views as to which month the chair rotates. The expectation was for the chair to change following the February meeting.

**26.5. Date of Next Meeting**

Representatives agreed to meet by teleconference on

13 December 2013 to discuss meeting with Ofgem and presentation to Panel.

14 February 2014 to discuss KPIs, 2013 Customer Survey results, JGAA and budget.

12 September 2014 to review Risks.

#### Action Summary 29 November 2013

Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Status Update
JGAC 2302	13/09/13	23.4	Provide proposed JGAA change to accommodate SEC implications	NGN (JF)	Carried Forward
JGAC 2303	13/09/13	23.6	Representatives to provide a view on moving to the JO managing a centralised service for legal text provision	Representatives	Carried forward
JGAC 2501	11/10/13	25.2	Provide an outline of the Panel Chair role	JO (TD)	Closed
JGAC 2601	29/11/13	26.3	Provide a handover document explaining the roles of the Panel Chair and Chief Executive.	JO (TD)	Pending
JGAC 2601	29/11/13	26.3	Draft a Letter to the industry for circulation after the meeting with Ofgem planned for 11 December.	JO (LJ)	Pending