

Action RbD1106: LW to confirm all of the types' of adjustments undertaken and request that this information is included within the Final Audit Report.

Action: LW reported the following other types' of adjustments undertaken are: 7 day capacity, Mod 0640, Primes and Subs and Mod 0517. Action Complete.

Action RbD1107: All RbD Audit Sub Committee Members to consider if they wish to appoint a new auditor for when the existing Audit contract ends and provide a view at the January meeting.

Action: Complete. See Item 3.

2. 2006 Audit Update

LW confirmed the end of year audit will commence February. The results should be available end of March.

Action RbD0101: Ernst & Young Audit end of year audit Report Letter to be circulated to members for discussion at April's Meeting.

3. Appointment of Auditor for 2008

LW provided a timeline for the Auditor Selection process, highlighting that there is the opportunity to extend the Ernst & Young contract for one final year. LW confirmed that Ernst & Young are now undertaking their third year audit.

Members discussed the merits of extending the current contract and re-appointing a new auditor in 2008. The members present agreed to extend the current auditor's contract for another year and enter into the process for appointing a new auditor in 2008. This will also allow sufficient time to review the scope of the 2008 Audit.

Action RbD0102: JM to contact members not present at January's meeting to establish their approval of the proposed Auditor arrangements.

4. AOB

5. Diary Planning for Sub Committee

Thursday 26 April 2007, Elexon, 350 Euston Road, London (following the Distribution Workstream).

Thursday 26 July 2007, 10:00 at Novotel, Birmingham International Airport (following the Distribution Workstream)

Action Table (Appendix 1)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
RbD1101	23.11.06	3	Ernst & Young Audit Report Letter to be circulated to all RbD Shippers.	xoserve (LW)	Action: Complete
RbD1102	23.11.06	3	LW to request that at least one site which has been suppressed and subsequently taken out of the Suppressed Pot can be included within the NDM - Reconciliation proposed Audit Approach.	xoserve (LW)	Action: Complete
RbD1103	23.11.06	3	LW to confirm how many Financial Adjustments are likely to be undertaken each month.	xoserve (LW)	Action: Complete
RbD1104	23.11.06	3	LW to request that at least 10 MPRNs are sampled from the "002 APD" files within the Financial Adjustments – Duplicate Adjustments proposed Audit Approach	xoserve (LW)	Action: Complete
RbD1105	23.11.06	3	LW to confirm the average number of One-off Adjustments and Duplicates Adjustments over a month to assess if the proposed audit sample size selected is adequate.	xoserve (LW)	Action: Complete
RbD1106	23.11.06	3	LW to confirm all of the types' of adjustments undertaken and request that this information is included within the Final Audit Report.	xoserve (LW)	Action: Complete
RbD1107	23.11.06	4	All RbD Audit Sub Committee Members to consider if they wish to appoint a new auditor for when the existing Audit contract ends and provide a view at the January meeting.	All Members	Action: Complete
RbD0101	25.01.07	2	Ernst & Young Audit end of year audit Report Letter to be circulated to members for discussion at April's Meeting.	xoserve (LW)	Action: Pending
RbD0102	25.01.07	3	JM to contact members not present at January's meeting to establish their approval of the proposed Auditor arrangements.	Joint Office (JM)	Action: Pending