

Standards of Service Sub-committee Minutes

Thursday 23 October 2008

31 Homer Road, Solihull

Attendees

Bob Fletcher (Chair)	BF	Joint Office of Gas Transporters
Helen Cuin (Secretary)	BF	Joint Office of Gas Transporters
Adam Frak (teleconference)	AF	Scottish and Southern Energy (Member)
Alan Raper	AR	National Grid Distribution
Brian Durber	BD	E.ON UK (Member)
Heidi Martin	HM	RWE Npower (Alternate)
Joanna Ferguson	JF	Northern Gas Networks
Joel Martin	JM	Scotia Gas Networks
Linda Whitcroft	LW	xoserve
Mitch Donnelly	MD	British Gas (Member)
Simon Trivella	ST	Wales and West Utilities

Apologies

James Boraston	JB	RWE Npower (Member)
Rob Cameron-Higgs	RCH	Northern Gas Networks

1. Status Review

1.1. Minutes from July 2008 SoS Sub-committee meeting

No comments were received. The Minutes of the previous meeting were approved.

1.2. Review of Actions from July 2007 SoS Sub-committee meeting

SoS0101: LW is to establish who is responsible for publication of data and add members email to the circulation list for the provision of future SoS reports.

Action Update: LW confirmed this has been done, however some members confirmed that they are still not receiving the reports. HC confirmed that she would email the team who have provided AR with the reports. **Complete.**

New Action SOS1001: Joint Office to provide member email addresses to xoserve to ensure these are added to the appropriate distribution list.

Action Update: HC emailed xoserve 23.10.08 CCing members of request. **Complete.**

Action SoS0101b: AF and AT to resend their email details to LW, who will add to lists.

Action Update: Closed.

Action SoS0701: JO to write out to all concerned to notify meeting is planned for October 2008.

Action Update: Complete.

Action SoS0702: LW to provide an update to the next meeting on the volume information relating to queries received pre/post RGMA and post implementation of Modification 0152.

Action Update: It was agreed that this information was no longer required. **Complete.**

2. Performance and Payments to Date

No performance issues were reported.

3. AOB

None.

4. Diary Planning for Workstream

10:00 Thursday 29 January 2008, 31 Homer Road, B91 3LT.

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
SoS0101 b	25.01.07 and 26/07/07	2.0	AF and AT to resend their email details to LW for addition to circulation list for the provision of future reports. LW to add to list.	xoserve (LW) and AF/AT	Action: Complete
SoS0701	26/07/07	2.0	JO to write out to all concerned to notify meeting is planned for October 2008.	Joint Office (JM)	Action: Complete
SoS0701	24/07/08	2.0	xoserve to provide an update on the volume information relating to queries received pre/post RGMA and post implementation of UNC 0152.	xoserve (LW)	Action: Closed
SoS1001	23/10/08	1.2	Joint Office to provide member email addresses to xoserve to ensure these are added to the appropriate distribution list.	Joint Office (HC)	Action: Complete