

## Agenda

### UNC Performance Assurance Committee (PAC)

**10:00 Tuesday 12 July 2022**

**via Microsoft Teams**

(Please refer to your email invite for the Microsoft Team details for this meeting)

Please provide all agenda items and any related meeting papers in time to allow publication by  
**5pm on Monday 04 July 2022**

*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	Chair	Information
1.2.	Note of Alternates		Approval
1.3.	Quoracy Status		Approval
1.4.	Approval of Minutes (14 June 2022)		Information
1.5.	Approval of Late Papers		
1.6.	User Representative Appointment Process Update		
<b>2. Monthly Performance Assurance Review Items</b>			
2.1.	PARR Report Review - Dashboard update	PAFA (SU)	Discussion
2.2.	Review of Outstanding PARR Actions	PAFA (RC/SU)	Information
2.3.	Risk & Issues Register Update	PAFA (RC)	Discussion
2.4.	Measurement Error Update - EM009 Alrewas EM MTD	Chair	Information
<b>3. PAC Performance Escalation Update Meeting 11:00 – 12:00</b>		Chair / PAFA	Confidential Session
<b>4. Matters for Committee Attention</b>			
4.1.	Isolated Sites with Progressive Reads	Chair	Information
4.2.	DDP Update	Correla (DN)	Information
4.3.	PAC Budget and Spend Update	Correla (FC)	Information
4.4.	Annual Review (due August)		Due August
4.5.	AUGE Risk Items	Chair	Discussion
<b>5. Strategic Workshop - Training</b>		Correla (MO)	Information
<b>6. Update on Potential Changes to Performance Assurance Reporting and PARR (UNC Modifications)</b>		Chair	Information
<b>7. Review of Outstanding Actions</b>		Chair	Information
<b>8. Any Other Business</b>		Chair	Information
<b>9. Next Steps</b>		Chair	Information

Please refer to your email invite for the teleconference details for this meeting

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

Papers available at: [www.gasgovernance.co.uk/PAC](http://www.gasgovernance.co.uk/PAC)

9.1. Key Messages	Chair	Information
10. Diary Planning	Chair	Information

**PAC Action Table (as at 14 June 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PARR Report Actions 2022:</b>					
PARR 0402	12/04/22	2.2	CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.	CDSP (FC)	<b>Carried Forward</b> Pending Update
PARR 0501	17/05/22	2.1	<i>Reference Shipper Performance Improvement Plans</i> - CDSP (FC) to draft a strawman on further guidance for new Shippers to consider when embarking on a Performance Improvement Plan.	CDSP (FC)	<b>Carried Forward</b> Pending Update
PARR 0601	14/06/22	2.3	CDSP and PAFA to investigate the underlying information for the increase in Shipperless sites	PAFA (AJ) / CDSP (FC)	<b>Pending</b>
PARR 0602	14/06/22	2.3	CDSP to continue to review open meter bypass and report to PAC at annual intervals.	CDSP (FC)	<b>Pending</b>
PARR 0603	14/06/22	2.3	PAFA to investigate the underlying information for the increase in replaced reads.	PAFA (AJ)	<b>Pending</b>
<b>PAC Actions 2022:</b>					
PAC0104	18/01/22	3.2	To breakdown the Backlog User stories from a costing, timeline, development, and potential other barriers perspective.	CDSP (DN)	<b>Carried Forward</b> Pending Update
PAC0202	15/02/22	2.5	<i>Reference Meter By-Passes with an 'Open' flag status</i> – CDSP (MA) to engage with the Meter Owners and their respective CAMs for the remaining 37 sites where there is an 'Open' status flag	CDSP (MA)	<b>Carried Forward</b> Pending Update

Please refer to your email invite for the teleconference details for this meeting

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

Papers available at: [www.gasgovernance.co.uk/PAC](http://www.gasgovernance.co.uk/PAC)

			in order to ascertain whether these can be resolved.		
PAC0302	15/03/22	3.6	<i>Reference the Annual Review Awareness Day</i> – Joint Office (RH/MiB) to look to schedule a meeting for either 20 or 21 September 2022.	Joint Office (RH/MiB)	<b>Carried Forward</b>
PAC0501	17/05/22	2.3	<i>Reference PC3 Read Performance</i> - PAFA (RC) to consult with Smart Energy Code Manager to obtain contact details of relevant persons in DCC to investigate any issues around non-communicating Smart Meters.	PAFA (RC)	<b>Carried Forward</b> Pending Update
PAC0502	17/05/22	3.2	<i>Reference DDP Update – 9 Backlog User Stories BER Development</i> – Correlá (FC/DN) to look to provide an update on the potential BER development aspects including initial cost benefit analysis and a potential ranking order.	Correlá (FC/DN)	<b>Carried Forward</b> Pending Update
PAC0504	17/05/22	6.1.1	<i>Reference Settlement Risk</i> – Joint Office (RH/MB) to add a new item to the 14 June 2022 PAC agenda to cover the consideration of risk to Settlement arising from the topics identified by the AUGE in its presentation.	Joint Office (RH/MB)	<b>Carried Forward</b> Pending Update
PAC0601	14/06/22	2.4	<i>Reference 50GWh Threshold Change</i> – Joint Office (RH) to formally write to Offtake Arrangements Workgroup with PAC’s conclusions of the discussion around potential change to the 50GWh threshold for a Significant Meter error.	Joint Office (RH)	<b>Carried Forward</b> Pending Update
PAC0602	14/06/22	3.0	Correlá (FC) to consider a review of the DSC Contract Managers contact list.	Correlá (FC)	<b>Pending</b>
PAC0603	14/06/22	8.1	Correlá (FC) to provide a draft/strawman on PARR fit for purpose review for PAC to consider.	Correlá (FC)	<b>Pending</b>

Please refer to your email invite for the teleconference details for this meeting

**Contact Details:** [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

**Papers available at:** [www.gasgovernance.co.uk/PAC](http://www.gasgovernance.co.uk/PAC)

PAC Strategic Workshop Action Table (as of 24 May 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PACSW 0501	24/05/22	3.0	<i>Performance Assurance Matrix</i> - PAC to consider if PC3 Read Performance is worth considering as an additional performance monitor.	PAC (All)	<b>Carried Forward</b>
PACSW 0502	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/PAFA to consider the Shipper Transfer Read Performance for PC2-PC4 sites and provide a view on what should be incorporated into the reporting.	CDSP/PAFA	<b>Carried Forward</b>
PACSW 0503	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/PAFA to provide a view on Shipper Transfer Read performance in terms of being a Transporter responsibility for PC1 sites.	CDSP/PAFA	<b>Carried Forward</b>
PACSW 0504	24/05/22	3.0	<i>Performance Assurance Matrix</i> - Joint Office (RH <sub>a</sub> ) / PAFA (RC) to review the Market Entry Process for any potential improvements/recommendations.	Joint Office (RH <sub>a</sub> ) / PAFA (RC)	<b>Carried Forward</b> Pending Update
PACSW 0505	24/05/22	3.0	<i>Performance Assurance Matrix</i> - CDSP/Xoserve/Correla (Mike Orsler) to review the Market Entry Process for onboarding market participants to ensure they understand the importance of meeting performance standards. (RH <sub>a</sub> to contact Mike Orsler directly. Linked to action 0504 above).	Correla (MO)	<b>Carried Forward</b> Pending Update
PACSW 0506	24/05/22	4.0	<i>Anonymity of Shippers in PAC discussions only.</i> Joint Office (RH <sub>a</sub> ) to seek views of all Members not present at 24 May meeting.	Joint Office (RH <sub>a</sub> )	<b>Carried Forward</b>
PACSW 0509	24/05/22	8.0	<i>Membership Appointment</i> - Joint Office (RH <sub>a</sub> ) to establish which documents (including the <a href="#">PAC Terms of Reference</a> and the <a href="#">Guidelines for the User Representative Appointment Process</a> ) would need to be amended to establish a 2 Year	Joint Office (RH <sub>a</sub> )	<b>Carried Forward</b>

Please refer to your email invite for the teleconference details for this meeting

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

Papers available at: [www.gasgovernance.co.uk/PAC](http://www.gasgovernance.co.uk/PAC)

			Appointment Period and when this could take effect.		
PACSW 0510	24/05/22	8.0	PAC to consider establishing a Decision/Action Log for recording key decisions.	PAC (All)	<b>Carried Forward</b>

Please refer to your email invite for the teleconference details for this meeting

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

Papers available at: [www.gasgovernance.co.uk/PAC](http://www.gasgovernance.co.uk/PAC)