

Agenda

UNC Performance Assurance Committee (PAC)

10:00 Tuesday 14 June 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 06 June 2022

Short notice items are in italics

** indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Note of Alternates		Approval
1.3.	Quoracy Status		Approval
1.4.	Approval of Minutes (17 May & 24 May 2022)		Information
1.5.	Approval of Late Papers		
1.6.	User Representative Appointment Process Update		
2. Monthly Performance Assurance Review Items			
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
3. PAC Performance Escalation Meeting 11:00 – 12:30		Chair / PAFA / Ofgem	Confidential Session
4. Matters for Committee Attention			
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.	Strategic Workshop Update	PAFA (RC)	Information
4.5.	Annual Review (due August)		Due August
4.6.	Line in the Sand Strategy	PAFA (RC)	Information
4.7.	AUGE Risk Items	Chair	Discussion
5. Strategic Workshop - Training		Correla (MD/MO)	Information
6. Strategic Workshop - Longer Term Impacts of Code Reform		Ofgem (JD)	Information

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7. Update on Potential Changes to Performance Assurance Reporting and PARR (UNC Modifications)	Chair	Information
8. Review of Outstanding Actions	Chair	Information
9. Any Other Business	Chair	Information
9.1. TBC	TBC	Information
10. Next Steps	Chair	Information
10.1. Key Messages	Chair	Information
11. Diary Planning	Chair	Information

PAC Action Table (as at 17 May 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions 2022:					
PARR 0402	12/04/22	2.2	CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.	CDSP (FC)	Carried Forward Update due 14/06/22
PARR 0501	17/05/22	2.1	<i>Reference Shipper Performance Improvement Plans</i> - PAFA (SU) to draft a strawman on further guidance for new Shippers to consider when embarking on a Performance Improvement Plan.	PAFA (SU)	Pending Update due 14/06/22
PARR 0502	17/05/22	2.2	<i>Reference 'Maputo' Performance Review meeting</i> – Joint Office (RH/MB) to look to invite suitable company representatives to attend the 14 June 2022 PAC (nested) meeting to undergo a Performance Review exercise.	Joint Office (RH/MB)	Pending Update due 14/06/22
PAC Actions 2022:					
PAC0104	18/01/22	3.2	To breakdown the Backlog User stories from a costing, timeline, development, and potential other barriers perspective.	CDSP (DN)	Carried Forward Update due 14/06/22
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	CDSP (MA)	Carried Forward

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			respective CAMs for the remaining 37 sites where there is an 'Open' status flag in order to ascertain whether these can be resolved.		Update due 14/06/22
PAC0302	15/03/22	3.6	<i>Reference the Annual Review Awareness Day – Joint Office (RH/MiB) to look to schedule a meeting for either 20 or 21 September 2022.</i>	Joint Office (RH/MiB)	Carried Forward Update due 14/06/22
PAC0501	17/05/22	2.3	<i>Reference PC3 Read Performance - 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.</i>	PAFA (RC)	Pending Update due 14/06/22
PAC0502	17/05/22	3.2	<i>Reference DDP Update – 9 Backlog User Stories BER Development – Correlá (FC/DN) to look to provide an update on the potential BER development aspects including initial cost benefit analysis and potential ranking order.</i>	Correlá (FC/DN)	Pending Update due 14/06/22
PAC0503	17/05/22	3.7.1	<i>Reference Line in the Sand Letter – PAFA (RC) to update the draft letter to incorporate feedback from the various PAC Members via ex-Committee means in order that an updated letter could be agreed at the 24 May 2022 PAC Strategic Workshop 2 meeting.</i>	PAFA (RC)	Pending Update due 14/06/22
PAC0504	17/05/22	6.1.1	<i>Reference Settlement Risk – Joint Office (RH/MB) to add a new item to the 14 June 2022 PAC agendas to cover the consideration of Settlement Risk.</i>	Joint Office (RH/MB)	Pending Update due 14/06/22

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 - PAC to consider if PC3 Read Performance is worth considering as an additional performance monitor.</i>	PAC (All)	Pending

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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	Pending
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	Pending
PACSW 0504	24/05/22	3.0	<i>Performance Assurance Matrix</i> - Joint Office (RHa) / PAFA (RC) to review the Market Entry Process for any potential improvements/recommendations.	Joint Office (RHa) / PAFA (RC)	Pending
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.	Correla (MO)	Pending
PACSW 0506	24/05/22	5.0	<i>Provision of real time data</i> - Correla (NC) to confirm if PC4 Meter Read Performance Reports can be run later (closer to PAC meeting dates) to allow consideration of more recent data.	Correla (NC)	Pending
PACSW 0507	24/05/22	6.0	PAFA (AJ) to speak to Fiona Cottam on whether Workshops are outside the current scope of the PAFA contract and about the suitability of PARR Reports.	PAFA (AJ)	Pending
PACSW 0508	24/05/22	8.0	<i>Membership Appointment</i> - Joint Office (RHa) to establish which documents (including the PAC Terms of Reference and the Guidelines for the User Representative Appointment Process) would need to be amended to establish a 2 Year Appointment Period and when this could take effect.	Joint Office (RHa)	Pending
PACSW 0509	24/05/22	8.0	PAC to consider establishing a Decision/Action Log for recording key decisions.	PAC (All)	Pending

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