

Agenda

UNC Performance Assurance Committee (PAC)

10:00 Tuesday 17 May 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 09 May 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		
1.2.	Note of Alternates		Information
1.3.	Quoracy Status	Chair	
1.4.	Approval of Minutes (12 April 2022)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	User Representative Appointment Process Update	Chair	Information
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.	Open / Meter by-pass Update *	Correla (MA)	Information
2.5.	Measurement Error Update - EM009 Alrewas EM MTD	Chair	Information
3. Matters for Committee Attention			
3.1.	Isolated Sites with Progressive Reads	Chair	Information
3.2.	DDP Update	Correla (DN)	Information
3.3.	PAC Budget and Spend Update	Correla (FC)	Information
3.4.	Standards of Service Liabilities Report (information only)	Chair	Information
3.5.	Strategic Workshop Update	PAFA (RC)	Information
3.6.	Annual Review (August)		August
4. Update on Potential Changes to Performance Assurance Reporting and PARR			
4.1.	Request 0763R – Review of Gas Meter By-Pass Arrangements	Chair	Information
4.2.	Modification 0674 - Performance Assurance Techniques and Controls	Chair/MB	Information
4.3.	Modification 0734S - Reporting Valid Confirmed Theft of Gas into Central Systems	Chair	Information

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4.4. Request 0778R – Gas Vacant Sites Process review	Chair	Information
4.5. Request 0781R – Review of the Unidentified Gas process	Chair	Information
4.6. Request 0783R – Review of AQ Correction Processes	Chair	Information
4.7. Any Other changes	Chair	Information
5. Review of Outstanding Actions	Chair	Information
6. Any Other Business	Chair	Discussion
7. Next Steps	Chair	Information
7.1. Key Messages	Chair	Information
8. Diary Planning	Chair	Information

PAC Action Table (as at 12 April 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PARR Report Actions 2022:					
PARR 0401	12/04/22	2.1	PAFA to write to Maputo requesting them to attend the June PAC meeting.	PAFA (SU)	Pending Update due 17/05/22
PARR 0402	12/04/22	2.2	CDSP to inform members of the PC4 monthly read performance split by meter/equipment type.	CDSP (FC)	Pending Update due 17/05/22
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 17/05/22
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 respective CAMs for the remaining 37 sites where there is an 'Open' status flag in order to ascertain whether these can be resolved.	CDSP (MA)	Carried Forward Update due 17/05/22

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PAC0205	15/02/22	3.5	<i>Reference Strategic Workshop 2 – Joint Office (RH/MB) to look to set up a 2nd Workshop meeting to take place before 01 April 2022, if possible.</i>	Joint Office (RH/MiB)	Carried Forward Update due 17/05/22
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 17/05/22
PAC0303	15/03/22	5.1	<i>Reference the Proposed PARR Report Amendments – Xoserve (KL) to provide an updated version of the PARR Report for consideration at the April 2022 PAC meeting.</i>	Xoserve (KL)	Carried Forward Update due 17/05/22

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