

**UNC Workgroup 0674 Minutes
Performance Assurance Techniques and Controls
Thursday 07 January 2021
via Teleconference**

Attendees

Alan Raper (Chair)	(AR)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Claire Louise Roberts	(CLR)	ScottishPower
Fiona Cottam	(FC)	Xoserve
Graham Cunningham	(GC)	British Gas
Leteria Beccano	(LB)	Wales & West Utilities
Kirsty Dudley	(KD)	E.ON
Mark Bellman	(MB)	ScottishPower
Neil Cole	(NC)	Xoserve
Shelley Rouse	(SR)	PAFA (Gemserv)
Victoria Bishop	(VB)	Sembcorp

** via teleconference*

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0674/070121>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 February 2021.

1.0 Introduction and Status

1.1. Approval of minutes (23 September 2020)

The minutes from the previous meeting were approved.

1.2. Review of Outstanding Actions

Action 0808: ScottishPower (MB) to discuss with Dentons Section V16.2.4 the wording of 'without prejudice' regarding the appeal process.

Update: MB explained that he had not yet been able to have a conversation with Dentons due the Christmas break, but he was going to speak to David Tennant in this regard. He also confirmed that he had revised the Appeals process. He requested this action was carried forward. **Carried forward.**

Action 0901: ScottishPower (MB) and Joint Office (AR) to include the rationale in relation to PAC raising Modifications within the 'Why' Section of the amended Modification v15.0 to provide clarity.

Update: AR confirmed that the rationale had now been included within the Workgroup Report in line with the latest version of the proposal and would be reviewed further through the agenda, and as such the action could be closed. **Closed**

Action 0902: ScottishPower (MB) to provide an amended Modification v15.0.

Update: MB confirmed Modification v15.0 had been supplied and so the action could be closed. **Closed**

Action 0903: Cadent (AC) to update the wording regarding who is responsible for raising the reports, in line with the Funding, Governance Ownership (FGO) process.

Update: AC said that the wording would be revised in the next version of the legal text. **Carried forward**

New Action 0904: Cadent (AC) to update the Legal Text in-line with the amended Modification v15.0.

Update: AC said the Legal Text would now be updated as the Modification v15.0 had now been confirmed as final. **Carried forward**

Action 0905: PAFA (SR) to amend the PAF Document and create v4.4 to ensure 'Party' is referred to as a defined term and the consistency of Business and Working days.

Update: SR confirmed this amendment had now been made and so this action could be closed. **Closed**

Action 0906: All to provide any comments and feedback in relation to the Workgroup Report by Tuesday 19 January directly to Alan Raper alan.raper@gasgovernance.co.uk

Update: AR said that he would appreciate any comments regarding the Workgroup Report to be forwarded to him by Tuesday 19 January 2021 latest. **Carried forward**

Action 0907: PAFA (SR) to monitor and re-draft Document 5 – PAC Letter of Confirmation should the Modification be approved.

Update: AR proposed that this action was closed, as this area could be addressed by PAC in the future, once the Modification had been implemented. **Closed.**

Action 0908: PAFA (SR) to include the Communications/Engagement plan within the PAFD v4.4 to encompass the following elements - transition/techniques and the approach.

Update: MB said this had been included within the PAFD and Kirsty Dudley (KD) suggest this could also be addressed within the Modification. MB advised that latest version of PAFD contained drafting that should resolve concerns. The action was then closed. **Closed**

2.0 Review of amended Modification v15.0

Mark Bellman (MB) provided a walkthrough of the amended Modification v15.0 and drew attention to specific areas of interest in relation to the sections that had been amended, which can be viewed via the link: <https://www.gasgovernance.co.uk/0674>

He added that the comments presented by the Workgroup participants previously had been addressed and the main areas of brief discussion were in relation to the Solution section, specifically the following Business Rules:

- Rule 6g: Appeal Decision, b and c,
- Rule 8: PAC Authority in the UNC, and
- Rule 9: PAF Protections.

Kirsty Dudley (KD) queried the interchangeable use of PAFD and the PAF Document wording and suggested that one should be used for continuity purposes and MB said he would address this area. Andy Clasper (AC) said he would also address this within the Legal Text, and similarly, AR advised that the Workgroup Report would be checked for consistency.

A brief discussion took place regarding who could raise new Modifications and it was agreed that a nominated representative or sponsor would be allocated to act on behalf of PAC, to present and lead the Modification through the process. The financial techniques section was discussed, and all agreed that from a performance perspective and deliverables these would stay as is, and that for any party subject to a performance improvement initiative, the clock would not re-start.

KD also sought clarification regarding the alignment with the IGT on implementation, especially as there was no definite implementation date documented, and MB confirmed that this had been addressed. AR advised that he had been working with the IGT Code administrator to ensure alignment of two respective modifications and a statement would be included within the Workgroup Report.

MB confirmed he was happy that v15.0 of the Modification was now the final version.

3.0 Review of Legal Text 2.1 (Denton's version 8.0)

Andy Clasper (AC) said that now the Modification v15.0 had been confirmed as the final version, he would now liaise with Dentons for a completion timeline and was hopeful to have the Legal Text completed within 7-10 days, and he added that this would be dependent on Dentons, although they would be advised of the agreed governance timescale.

4.0 Review of revised PAFD v4.4

AR provided an on-screen overview of the additions and alterations within the PAFD v4.4 and drew attention to areas that were of interest.

Brief discussions took place in relation to section 13.0 Annual Review and KD proposed that a standardised template would be helpful, and MB said this was a good idea and could be further explored after implementation.

A general discussion took place regarding if a party proposed a change to the PAFD and the PAC rejected it, what would be the resolution process. Both MB and Shelley Rouse (SR) said that this would follow a procedure similar to that for revising the DSC, as the PAFD would no longer be governed under TPD V12 as a UNC Related Document.

Within the Delivery Plan, KD sought clarification regarding the area of 'UNC Modification Development' as she said this area was presently not populated. MB said this would be populated following implementation, should new Modifications be raised and, accordingly, that section had been left blank on purpose.

Fiona Cottam (FC) raised the point that within the PAFD the section containing the PARR now needed to be updated as 4 new reports had now been added. MB confirmed this section of the PAFD would now be updated accordingly.

<p>New Action 0101: ScottishPower (MB) to update the PARR section of the PAFD to encompass the newly updated reports as directed by Xoserve.</p>

MB confirmed that the PAFD would subsequently be amended to v4.5 in readiness for the next meeting on Wednesday 27 January 2021.

5.0 Review of the amended of Workgroup Report

AR provided an overview to the Workgroup Report on screen said that he had updated the Workgroup Report to ensure it now aligned to the amended Modification v15.0.

He proceeded to move through the Workgroup Report and drew attention to specific areas of interest and a brief discussion took place relating to the Customer Impacts section. At this point KD asked if the extra questions were going to be included as had been discussed at The Code Administration Code of Practice (CACoP) in relation to the updated Modification template. AR said he would investigate this matter and address the extra questions if this was applicable and required.

New Action 0102: Joint Office (AR) to investigate if additional questions are now required within the Customer Impacts section of the Workgroup Report and to address accordingly, if applicable.

6.0 Next Steps

AR said his expectations for the meeting on Wednesday 27 January 2021 were to:

- Review the revised Legal Text v9.0
- Review of the PAFD Document v4.5
- Finalise Workgroup Report v3.0
- Submission to the February 2021 Panel

7.0 Any Other Business

None

8.0 Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10.00 Wednesday 27 January 2021	Teleconference	Standard Agenda, plus: <ul style="list-style-type: none"> • Review of the revised Legal Text v9.0 • Review of the PAFD Document v4.5 • Finalise Workgroup Report v3.0 • Submission to the February 2021 Panel

Action Table (as at 07 January 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0808	24/08/20	3.0	ScottishPower (MB) to discuss with Dentons Section 16.2.4 the wording of 'without prejudice' regarding the appeal process.	ScottishPower (MB)	Carried forward
0901	23/09/20	1.0	ScottishPower (MB) and Joint Office (AR) to include the rationale in relation to PAC raising Modifications within the 'Why' Section of the amended Modification v15.0 to provide clarity.	ScottishPower (MB) and Joint Office (AR)	Closed
0902	23/09/20	1.0	ScottishPower (MB) to provide an amended Modification v15.0.	ScottishPower (MB)	Closed
0903	23/09/20	1.0	Cadent (AC) to update the wording regarding who is responsible for raising the reports, in line with the Funding, Governance Ownership (FGO) process.	Cadent (AC)	Carried forward
0904	23/09/20	3.0	Cadent (AC) to update the Legal Text in-line with the amended Modification v15.0.	Cadent (AC)	Carried forward
0905	23/09/20	5.0	PAFA (SR) to amend the PAF Document and create v4.4 to ensure 'Party' is referred to as a defined term and the consistency of Business and Working days.	PAFA (SR)	Closed
0906	23/09/20	6.0	All to provide any comments and feedback in relation to the Workgroup Report by <u>Tuesday 19 January 2021</u> directly to Alan Raper alan.raper@gasgovernance.co.uk	ALL	Carried forward
0907	23/09/20	6.0	PAFA (SR) to monitor and re-draft Document 5 – PAC Letter of Confirmation should the Modification be approved.	PAFA (SR)	Closed
0908	23/09/20	6.0	PAFA (SR) to include the Communications/Engagement plan within the PAF D v4.4 to encompass the following elements - transition/techniques and the approach.	PAFA (SR)	Closed

0101	07/01/21	4.0	ScottishPower (MB) to update the PARR section of the PAFD to encompass the newly updated reports as directed by Xoserve.	Scottish\Power (MB)	Pending
0102	07/01/21	5.0	Joint Office (AR) to investigate if additional questions are now required within the Customer Impacts section of the Workgroup Report and to address accordingly, if applicable.	Joint Office (AR)	Pending