

Extraordinary UNC Performance Assurance Committee Minutes
Tuesday 01 November 2022
via Microsoft Teams

Attendees

Rebecca Hailes (Chair) (RH) Joint Office
Helen Bennett (Secretary) (HB) Joint Office

Shipper Members (Voting)

Alison Wiggett (AW) Corona
Andy Knowles (AK) Utilita
Anthony Diccio (AD) ESB Generation & Trading
Claire Louise Roberts (CLR) ScottishPower
Graeme Cunningham (GC) Centrica
Louise Hellyer (LH) Totalenergies Gas & Power
Sallyann Blackett (SB) E.ON
Steve Mulinganie (SM) SEFE Energy Limited

Transporter Members (Voting)

Ben Mulcahy (BM) Northern Gas Networks (Alternate)
Brandon Rodrigues (BR) BU UK (Alternate)
Sally Hardman (SH) SGN

Observers (Non-Voting)

Anne Jackson (AJ) PAFA/Gemserv
Ellie Rogers (ER) Xoserve
Fiona Cottam (ER) Xoserve
Lee Greenwood (LG) British Gas
Martin Attwood (MA) Xoserve
Michele Downes (MD) Xoserve
Neil Cole (NC) Xoserve
Sara Usmani (SU) Gemserv

PAC (Performance Assurance Committee) meetings will be quorate where there are at least four Shipper User PAC Members and two Transporters (Distribution Network (DN) and/or IGT (Independent Gas Transporter)) PAC Members with a minimum of six PAC Members in attendance.

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all non-confidential papers are available at: <https://www.gasgovernance.co.uk/pac/251022>.

The actions noted within these minutes relate to the references labelling tasks within the 0674V Implementation Plan.

1. Introduction

Rebecca Hailes (RH) welcomed all parties to the meeting.

1.1 Apologies for absence

Alex Travell, Transporter Member
Tracey Saunders, Transporter Member
Talia Lattimore, PAFA

1.2 Note of Alternates

Ben Mulcahy for Tracey Saunders
Brandon Rodriguez for Alex Travell

1.3 Quoracy Status

The meeting was confirmed as being quorate.

1.4 Approval of Late Papers

Although the PAFD (Performance Assurance Framework Document) v4.6 was published a day later than expected, this was not considered as a late paper.

2. Approval of PAFD v4.6

Anne Jackson (AJ) was invited to provide an update on the status of the Performance Assurance Framework Document (PAFD) v4.6 and advised the document was published on 27 October 2022 for members to review ahead of approval being sought at this meeting. She confirmed she had received some feedback prior to the meeting which was helpful. It was suggested that a page-by-page review is completed where minor updates can be captured in real time if Members approved the changes.

AJ confirmed, following approval of the PAFD v4.6, the version will be updated to final version 5.0, this will then be considered the baseline PAFD post implementation of Modification 0674V.

In undertaking a detailed onscreen review of the PAFD v4.6, RH completed amendments in-line with the feedback provided by Committee members in attendance.

The following shows PAFD wording changes agreed in the meeting which will be reflected in v5.0:

Text changes to PAFD v4.6 approved at this meeting to make v5.0:

- FC confirmed within the meeting that Customer Care Team is the correct terminology rather than Customer Advocate Manager and that Customer Lifecycle will now be replaced with Customer Care Team.
- Page 8: FC suggested removing the text ‘the operation of an incentive regime the creation and settlement of incentive charges’ as there are no incentive charges. Panel Members agreed.
- PAC considered and agreed to include REC (Retail Energy Code) to the list of data providers within the definition of UNC Parties (page 29).
- PAC considered the Resolution plan and whether the statement on page 32 contradicts the statement earlier on in the document and agreed suitable wording which was added to the document.

PAC Members agreed that some parts of the PAFD needed further attention, but that they could be considered areas of improvement to be tackled after the approval of a version 5.0 at this meeting. This was because the purpose of the updates being agreed at today’s meeting are to make the PAFD up to date with Modification 0674V as approved by Ofgem. A list of areas of improvement was captured as actions; these are summarised below and are likely to form the agenda of a PAC Strategic Workshop in 2023:

PAFD Future areas of improvement

- PAC to consider more appropriate wording for the definition of Confidential Information (Section 3.2 Definitions used in this document).
- Alison Wiggett (AW) observed there are lots of different ways describing dates within the document and requested consistency throughout the document. PAC to review all dates and timelines for feasibility and confirm they will all work as documented and suggest changes for consistency where possible.
- PAC to consider Section 20.9 Audit and Section 21.0 Appeals for feasibility and consistency.

Additional areas for more general PAC actions are detailed below:

Additional areas of general PAC improvement

- Risk Register – adding in the GPAP (Gas Performance Assurance Portal) link. Members agreed to have the GPAP link on the PAC main page on the Joint Office website.

New Action 0111: PAFD v4.6 Review: Joint Office to add the GPAP link to the main PAC page on the Joint Office website.

- PAC agreed that documents 5 6 & 7 should be published within the PAC suite of pages on the Joint Office website and be named accordingly.

New Action 0211: PAFD v4.6 Review: Joint Office to create a suitable page on the main PAC page on the Joint Office website for documents 5 6 & 7.

- When considering AQ (*Annual Quantity*) training and costs, FC confirmed this would most likely be CDSP (Central Data Service Provider) who provided training, and that PAC would instruct the party to interact with CDSP. For the avoidance of doubt PAs (Performance Assurance Party) are expected to have taken advantage of the extensive self-serve e-learning material that CDSP already provides.

New Action 0311: PAFD v4.6 Review: PAC to consider the training on offer (refer to section 20.5 PAFD v5.0).

Approval

Changes to PAFD v4.6 were approved unanimously as they were reviewed during the meeting and an email for clarification was issued to all PAC members to capture those not present for the final few minutes of the meeting, which finished at 16.20. A final document v5.0 will be uploaded onto the PAC webpage and onto the GPAP once the changes are consolidated.

3. Any Other Business

None.

4. Diary Planning

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

Time/Date	Paper Publication Deadline	Venue	Programme
10:00, Tuesday 15 November 2022	17:00 Monday 07 November 2022	Teleconference	Standard Agenda
10:00, Tuesday 13 December 2022	17:00 Monday 05 December 2022	Teleconference	Standard Agenda

Action Table (as at 01 November 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
1008	25/10/22		Committee Members to consider the role of the PAFA, (which is specified in the PAFD), with a view to understanding what needs to change and what the downstream impacts could be should the PAFA to change its role to a Performance Assurance Framework Manager (PAFM).	PAC		Pending

0111	01/11/22	2.0	<i>PAFD v4.6 Review:</i> Joint Office to add the GPAP link to the main PAC page on the Joint Office website	Joint Office (RH)		Pending
0211	01/11/22	2.0	<i>PAFD v4.6 Review:</i> Joint Office to create a suitable page on the main PAC page on the Joint Office website for documents 5 6 & 7.	Joint Office (RH)		Pending
0411	01/11/22	2.0	<i>PAFD v4.6 Review:</i> PAC to consider the training on offer (refer to section 20.5 PAFD v5.0)	PAC		Pending