

**UNC Workgroup 0763R Minutes
Review of Gas Meter By-Pass Arrangements
Thursday 28 April 2022
via Microsoft Teams**

Attendees		
Rebecca Hailes (Chair)	(RHa)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Clare Manning	(CM)	E.ON Energy
Dan Fittock	(DF)	Corona Energy
David Mitchell	(DM)	SGN
David Morley	(DMo)	Ovo Energy
Ellie Rogers	(ER)	Xoserve
Gareth Evans	(GE)	Waters Wye Associates
Guv Dosanjh	(GD)	Cadent
Harry Brazier	(HBr)	Ofgem
Hursley Moss	(HM)	Cornwall Insight
John Baldwin	(JB)	CNG Services Ltd
Kate Lancaster	(KL)	Xoserve
Louise Hellyer	(LH)	Totalenergies Gas & Power
Mark Field	(MF)	Sembcorp Energy UK
Mark Jones	(MJ)	SSE
Martin Attwood	(MA)	Correla on behalf of Xoserve
Richard Pomroy	(RP)	WWU
Robert Johnstone	(RJ)	Utilita
Rhys Kealley	(RK)	British Gas
Steve Mulinganie	(SM)	Gazprom Energy
Tom Stuart	(TSt)	WWU
Tracey Saunders	(TSa)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/280422>

The Workgroup Report is due to be presented at the UNC Modification Panel by 21 July 2022

1.0 Introduction and Status Review

Rebecca Hailes (RHa) welcomed everyone to the meeting and advised that the Proposer of the Request is not able to be present at the meeting.

RHa expressed her concern that the Request has seen very little progress since February 2022 and asked Workgroup for their views and to consider the option of writing up the Workgroup Report to include discussions so far and present it to the May UNC Modification Panel for a decision to close the Request.

Steve Mulinganie (SM) suggested that the production of the Guidance Document and Flow Chart to support it will likely take some time to complete and suggested maybe deferring Workgroup for a couple of months.

Clare Manning (CM) commented that the Workgroup have concluded that it the issue is with the Bypass process and referred to the communication from the Performance Assurance Committee of the concern raised that the Bypasses are being closed but without a consumption adjustment.

Martin Attwood (MA) joined the Workgroup and noted that, with regards to the comments made by PAC, he agreed that in most instances it is the accuracy of the data on UK Link that is at fault and there also may be Bypasses being used that are undetected.

Workgroup concluded that until the Guidance Document and End-to-End Flow Chart are produced the Review Group cannot be finished.

1.1. Approval of Minutes (24 February 2022)

The minutes from the previous Workgroup were approved.

1.2. Approval of Late Papers

There were no late papers to consider.

1.3. Review of Outstanding Actions

Action 0102: *Consumer Owns Equipment* - Proposer (CLR) to check what happens with the installation of a Meter By-Pass when a Consumer owns the equipment

Update: Defer to May 2022. **Carried Forward**

Action 0202: Proposer (CLR) to clarify who is responsible for opening a Meter By-Pass.

Update: Defer to May 2022. **Carried Forward**

Action 0302: Proposer (CLR) to consider the questions raised:

- How many people have the authority to undertake this action other than the MAM?
- If there is a responsible person on Site, should they notify the MAM that they have had to take that action?
- Gas Transporters – what criteria is required to approve the By-Pass?
- What needs to happen to the By-Pass where Gas Transporters are not notified of the installation?
- Who has the responsibility to know whether it should be open or closed and who has the information to determine if it should be open or closed?

Update: Defer to May 2022. **Carried Forward**

Action 0402: Joint Office (RHa) to request a two-month extension (to June 2022) at the March 2022 UNC Modification Panel.

Update: Extension requested at the March 2022 meeting to July 2022. **Closed**

2.0 Consideration of Request

2.1. Review Further Analysis

Deferred to June 2022.

3.0 Next Steps

Claire Louise Roberts (CLR) to provide an updated Guidance Document and end-to-end flow chart.

4.0 Any Other Business

None.

5.0 Diary Planning

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

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
Thursday 10:00 26 May 2022	5pm 17 May 2022	Microsoft Teams	Standard Agenda
Thursday 10:00 23 June 2022	5pm 14 June 2022	Microsoft Teams	Standard Agenda

Action Table (as of 28 April 2022)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0102	24/02/22	2.1	<i>Consumer Owns Equipment</i> - Proposer (CLR) to check what happens with the installation of a Meter By-Pass when a Consumer owns the equipment	March 2022 May 2022		Carried Forward
0202	24/02/22	2.1	Proposer (CLR) to clarify who is responsible for opening a Meter By-Pass.	March 2022 May 2022		Carried Forward
0302	24/02/22	2.1	Proposer (CLR) to consider the questions raised: <ul style="list-style-type: none"> How many people have the authority to undertake this action other than the MAM? If there is a responsible person on Site, should they notify the MAM that they have had to take that action? Gas Transporters – what criteria is required to approve the By-Pass? What needs to happen to the By-Pass where Gas Transporters are not notified of the installation? Who has the responsibility to know whether it should be open or closed and who has the information to determine if it should be open or closed? 	March 2022 May 2022	Proposer (CLR)	Carried Forward
0402	24/02/22	2.1	Joint Office (RHa) to request a two-month extension (to June 2022) at the March 2022 UNC Modification Panel.	March 2022	Joint Office (RHa)	Closed