

**UNC Performance Assurance Committee (PAC) Agenda**  
**10:30 Tuesday 09 July 2019**  
**at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91**  
**2AA**

**1. Introduction and Status Review**

- 1.1 Confirm Quorate Status
- 1.2 Apologies for absence
- 1.3 Note of Alternates
- 1.4 Review of Minutes (11 June 2019)

**2. Review of Outstanding Actions**

**3. Committee Matters**

**3.1 For Attention**

- 3.1.1. Confidentiality Incident (SR)
- 3.1.2. Modification 0654S – Mandating the provision of NDM sample data
- 3.1.3. Modification 0664 – Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (JW/MJ)
- 3.1.4. Modification 0674 – Performance Assurance Techniques and Controls (MB)
- 3.1.5. Modification 0677R – Shipper and Supplier Theft of Gas Reporting Arrangements (CW)
- 3.1.6. Standards of Service Liabilities Reporting (BF)
- 3.1.7. PAC Reporting Change Proposals (ESm)

**3.2 For Decision**

- 3.2.1. Shipper Responses to the PAC Performance Observation Letters Update (SR)

**4. Monthly Review Items**

- 4.1 Risk & Issues Register Review
- 4.2 Review of Monthly PARR Reports (inc. Dashboard update)

**5. Any Other Business**

- 5.1 Meter Read Capacity for Class 3 Supply Points
- 5.2 Risk Model Update (SR)
- 5.3 PAFA Industry Engagement Day Update (SR)
- 5.4 Class 3 Read Performance Issue (ESm)
- 5.5 Shipper MI Delivery (DN)

**6. Next Steps**

**6.1 Key Messages – PAFA**

**7. Diary Planning**

**PAC Action Table (as at 11 June 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0103	08/01/19	2.	<i>Reference the Count of Outstanding Consumption Adjustments as at 21/12/2018 (Pot 1 only) - Xoserve (FC) to look to identify what contact has been made with Shippers and what if any, corrective actions have been put in place- <u>and to also provide additional information in order to better assess Shipper adjustment requests and their associated materiality aspects.</u></i>	Xoserve (FC)	<b>Carried Forward</b>  (Update due 09 July 2019)
PAC 0502	11/05/19	2.	<i>Reference Broken / Faulty Meter Flags Information Provision – PAFA (SR) to investigate whether the associated information (split by AMR and SMART) can be teased out of the system and reported to the PAC (accepting that there may also be some commercial sensitivity issues involved).</i>	PAFA (SR)	<b>Carried Forward</b>  (Update due 09 July 2019)
PAC 0503	11/05/19	2.	<i>Reference AQ at Risk and Read Rejection Considerations – Xoserve (FC) to look to provide a view/information (based on the percentage of portfolio size) on the Top 10 Shippers in time for consideration at the next PAC meeting, subject to addressing any potential commercial sensitivity issues.</i>	Xoserve (FC)	<b>Carried Forward</b>  (Update due 09 July 2019)
PAC 0504	11/05/19	3.1.7	<i>Reference UNC Modification 0651 Provisions / Obligations and Data Cleanse Exercise requirements – Xoserve (ESm) to investigate how best to accommodate the potential reporting requirements and potential impact on the PARR Reports.</i>	Xoserve (ESm)	<b>Carried Forward</b>  (Update due 09 July 2019)
PAC 0508	24/05/19	2.1.1	<i>PAFA (PR) and Xoserve (FC) to create a suitable high-level report outlining the issue and remedial actions for presentation at both the June 2019 UNCC and DSC Contract Management Committee meetings.</i>	PAFA (PR) & Xoserve (FC)	<b>Carried Forward</b>  (Update due 09 July 2019)
PAC 0601	11/06/19	3.1.2	<i>Reference UNC Modification 0654S – Mandating the provision of NDM sample data – Xoserve (NC) to look to provide a list of those parties who have yet to provide the required information for consideration at the July meeting.</i>	Xoserve (NC)	<b>Pending</b>
PAC 0602	11/06/19	3.1.3	<i>Reference UNC Modification 0664 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 – Joint Office (RH) to look to request an</i>	Joint Office (RH)	<b>Pending</b>

			extension to the current Workgroup Reporting date at the 20 June 2019 Panel meeting.		
PAC 0603	11/06/19	3.1.7	<i>Reference Change Proposal Summary – Xoserve (ESm) to look to provide a post meeting summary of the current change proposals in order to assist discussions (inc. RAG and associated timelines) at the 09 July 2019 meeting.</i>	Xoserve (ESm)	<b>Pending</b>
PAC 0604	11/06/19	4.2.2	<i>Reference PARR Dashboard Report for 2A.4 Shipper Transfer Read Performance – PAFA (SR) to focus attention on the Top 4 poor performing organisations, and to provide more detail within the Transfer Read Report (inc. replaced opening reads).</i>	PAFA (SR)	<b>Pending</b>
PAC 0605	11/06/19	4.2.3	<i>Reference PARR Dashboard Report for 2A.5 Read Performance – Product Classes 1 &amp; 2 – PAFA (SR) to focus attention on the Top 4 poor performing organisations, with a view to issuing letters in due course (applicable to Shippers in PC2 only).</i>	PAFA (SR)	<b>Pending</b>
PAC 0606	11/06/19	4.2.4	<i>Reference PARR Dashboard Report for 2A.10 Replaced Meter Reads – PAFA (SR) to examine the transfer read replacement performance in order to ascertain whether it only captures opening / replacement reads.</i>	PAFA (SR)	<b>Pending</b>