

UNC Performance Assurance Committee (PAC) Agenda

10:30 Tuesday 12 March 2019

at Radcliffe House, Blenheim Court, 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 (12 February 2019)

2. Review of Outstanding Actions

3. Committee Matters

3.1. For Attention

- 3.1.1. Modification 0664 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (JW)
- 3.1.2. Modification 0674 - Performance Assurance Techniques and Controls (MB)
- 3.1.3. Modification 0677R – Shipper and Supplier Theft of Gas Reporting Arrangements (CW)
- 3.1.4. Standards of Service Liabilities Reporting

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. Annual Work Plan and Budget

- 5.1. Draft Work Plan and Budget Actions Update

6. Best Practices (News Bulletin) Update

7. Any Other Business

- 7.1. PAC Reporting Change Proposals (ES)

8. Next Steps

- 8.1. Agree Key Messages - PAFA

9. Diary Planning

PAC Action Table (as at 12 February 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0101	08/01/19	2.	<i>Reference Future PAF Reviews - PAFA (SR) to look to provide a separate document with questions around Industry performance requirements whilst also providing an outline of how many Industry Performance related letters have been issued, and how these and any responses received to date are reflected in the metrics, with an outline plan of action to be provided by early May for consideration at the May 2019 meeting.</i>	PAFA (SR)	Carried Forward (Update due 14 May 2019)
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.</i>	Xoserve (FC)	Carried Forward (Update due 12 March 2019)
PAC 0104	08/01/19	2.	<i>Reference the Pot 2 sites not loading actuals as at 21/12/18 by Anonymous Shipper, Average Age (days) and Action Owner - Xoserve (FC) to look to undertake an assessment of the Pot 2 nominations compared to allocations in Gemini in order to look to identify any discrepancies with these sites and whether the issues have been flagged up to the respective Shippers, including whether or not, any site visits would be required.</i>	Xoserve (FC)	Carried Forward (Update due 12 March 2019)
PAC 0110	29/01/19	6.3	<i>Reference the Xoserve / PAFA Contract – Xoserve (DT) to confirm what the current contract terms allow the PAFA to view in terms of Shipper pack related information and whether if needed, any contract changes could be progressed via the DSC Change Management Committee route.</i>	Xoserve (DT)	Carried Forward (Update due 12 March 2019)
PAC 0111	29/01/19	6.4	<i>Reference Xoserve Industry/Shipper Communications Summary – Xoserve (DT) to look to provide a summary breakdown of communications with parties who have received a performance letter; what if anything has</i>	Xoserve (DT)	Carried Forward (Update due 12 March 2019)

			been done to identify a root cause; and what corrective actions might be undertaken (inc. an indication of associated timelines).		
PAC 0112	29/01/19	6.4	<i>Reference Outstanding Read Performance</i> – Xoserve (DT) to look to provide an update on what progress to resolve these has been made to date, and what if any, timelines are involved.	Xoserve (DT)	Carried Forward (Update due 12 March 2019)
PAC 0201	12/02/19	4.2.1	<i>Reference Shipper Performance Analysis Report 2A.4 Shipper Transfer Read Performance</i> – PAFA (SR) & Xoserve (FC/ES) to provide analysis for those Shippers with a 0% transfer read performance level and identify the number of sites involved as a precursor to issuing Performance Letters.	PAFA (SR) & Xoserve (FC/ES)	Pending
PAC 0202	12/02/19	4.2	<i>Reference Review of Monthly PARR Reports (inc. Dashboard update)</i> – Joint Office (BF/MiB) to ensure that this item is placed as early as possible on the 12 March 2019 agenda.	Joint Office (BF/MiB)	Pending
PAC 0203	12/02/19	5.1	<i>Reference the 2019/20 PAC Budget Provision</i> – Xoserve (ES) to request a £200k PAC budget provision.	Xoserve (ES)	Pending
PAC 0204	12/02/19	5.1	<i>Reference a Change to the Current PAC Membership election/appointment process from 1 year to 2 years</i> – PAFA (AJ) to draft a one page summary document for submission to the UNC Panel/UNCC in due course.	PAFA (AJ)	Pending