

UNC Performance Assurance Committee Minutes
Tuesday 10 December 2019
at Elexon, 4th Floor, 350 Euston Road, London, NW1 3AW

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Alex Travell	(AT)	BU UK
Alison Wiggett	(AW)	Shipper Member
Carl Whitehouse	(CW)	Shipper Member
Fiona Cottam	(FC)	Observer, Xoserve
Karen Kennedy *	(KK)	Shipper Member
James Rigby	(JR)	Observer, Xoserve
Leteria Beccano *	(LB)	Transporter Member
Lisa Saycell *	(LS)	Shipper Member
Louise Hellyer	(LH)	Shipper Member
Mark Bellman	(MB)	Shipper Member
Max Pemberton *	(MP)	Observer, Xoserve
Sally Hardman *	(SH)	Transporter Member
Sallyann Blackett *	(SB)	Shipper Member
Sara Usmani	(SU)	PAFA
Sean Cooper	(SC)	Shipper Member
Shelley Rouse	(SR)	PAFA

Apologies

Mark Jones	(MJ)	Shipper Member
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* *via teleconference*

Copies of non-confidential papers are available at: www.gasgovernance.co.uk/pac/101219

1. Introduction and Status Review

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

1.1 Apologies for absence

Mark Jones.

1.2 Note of Alternates

None.

1.3 Quoracy Status

The Committee meeting was confirmed as Quorate.

1.4 Review of Minutes (12 November 2019)

The minutes of the previous meeting were approved.

1.5 Review of Outstanding Actions

PAC 1003: Proposer of Review Modification to provide 0677R Workgroup Report for review, together with an outline of the remaining issues to November PAC.

Update: See Item 3.3. **Closed.**

PAC 1101: Joint Office (RH/HC) to consider and amend the Standard Workgroup Terms of Reference to include the 'consideration of potential performance assurance impacts of live Modifications'.

Update: RH confirmed this will be presented to Panel on the 19 December for approval. **Closed.**

PAC 1102: Standard agenda item to be added to future meetings: 'Review of Modifications with potential PAC impacts'.

Update: See new standard agenda item 3.0. **Closed.**

PAC 1103: Xoserve and PAFA to consider the responsibilities for updating PARR and an expansion of the PAFA role to undertake this.

Update: Shelley Rouse (SR) confirmed the PAFA is working with Xoserve on the PARR templates and are considering how the responsibilities will sit. She clarified this is undertaken as a general review of PAFA and is Business as Usual. **Closed.**

PAC 1104: Shell (CW) to consider whether further UNC 0677R Workgroup Meetings will be required.

Update: See item 3.3. No further meetings planned. **Closed.**

PAC 1105: Xoserve (JR), PAFA (SR) and Shell (CW) to ensure that Modification 0707 access rights are sufficient to provide the appropriate access to PAFA

Update: RH confirmed that Modification 0707S - Introducing 'Performance Assurance Framework Administrator' as a new User type to the Data Permissions Matrix, is being considered within the Distribution Workgroup. James Rigby (JR) provided confirmation that the PAFA contract had recently been updated. The Modification is intended to provide industry transparency of what information will be shared with PAFA via the data permissions matrix. JR informed the Committee that a presentation will be provided to the DSC Contract Management Committee on 18 December. **Closed.**

PAC 1106: Xoserve (FC) and PAFA (SR) to start the process to update PARR Reports to include Modification 0654 PARR Specification.

Update: Update deferred to 14 January 2020. **Carried Forward.**

PAC 1107: Xoserve (FC) and PAFA (SR) to ensure the scope of the 0654 PARR is added to Huddle.

Update: Update deferred to 14 January 2020. **Carried Forward.**

PAC 1108: PAC Members to review the PARR Specification for Modification 0664, 0672, 0690 and 0691.

Update: RH provided a brief update on the status of each on the Unidentified Gas (UIG) related Modifications and urged PAC members to consider the PARR specifications which are associated with each of these Modifications as time was running out for PAC feedback. No further feedback was provided by PAC members. **Closed.**

PAC 1109: JO (RH) and Xoserve (FC) to ascertain if PAC Document 4 should be published and/or updated.

Update: RH clarified that there had been a question as to whether Document 4 "Performance Assurance Framework Administrator - Scope definition" should be visible on the Joint Office website. It was understood that it had possibly been taken down during the procurement process. Fiona Cottam (FC) explained that there may be a disconnect between the Performance Assurance Framework Administrator - Scope definition Document (Document 4) Version 1.0 and the contract with PAFA. She confirmed this required a review. MB suggested for transparency Document 4 should be republished. He also suggested if there is a disconnect Document 4 should be updated to reflect what PAFA is currently required to provide and this should align with the current contract. It was agreed that Document 4 should outline the role of the PAFA as this is the appropriate document to record this and to ensure correct governance. It was agreed to close this action and record three new actions to address the availability of the document and its accuracy. **Closed.**

New Action 1201: Joint Office (HC) to circulate Document 4 to all PAC Members.
Update: Performance Assurance Framework Administrator - Scope definition Document (Document 4) Version 1.0 11 January 2017 sent to PAC members and alternates on 10 December 2019. **Closed.**

New Action 1202: Xoserve (FC) to ensure Document 4 PAFA Scope Definition is updated.

New Action 1203: Joint Office (HC) to re-publish Document 4 PAFA Scope Definition once approval has been provided from Xoserve.

PAC 1110: All to review the Table on Product Class churn effects of live Modifications (published on the 10 Dec 2019 PAC Meeting page).

Update: See item 4.2. To be considered further on 14 January 2020. **Carried Forward.**

PAC 1111: Product Class Churn - Scenario Planning to be tabled to understand the circumstances and frequencies of sites switching products class, and how many sites there maybe. (FC and DA)

Update: See item 4.2 and Action PAC1110. **Closed.**

1.6 Diary Planning Discussion

Shelly Rouse (SR) referred to a suggestion for splitting the Performance Assurance activities into two meetings. It was suggested that a second meeting could be used as a developmental meeting to enable a focus of the main PAC meetings on actively managing Performance Assurance. She clarified any extra meetings would be developmental meetings and would report back to PAC. PAFA offered to host the meetings at their London offices, and to run these as PAFA Workshops, bringing any recommendations to PAC meetings.

RH confirmed that the Joint Office have considered the appropriate transparency and governance of such meetings and provided an alternative suggestion having the offline PAFA Workshop meetings. RH explained that in the New Year the Joint Office are expecting the UIG Workgroup to wind-down with the number of UIG Modifications coming to a close. It was suggested this would free up a day in the diary which could be utilised to form an Assurance Workgroup which would consider all Assurance related issues, developments and required Modifications. RH believed this could be organised from February 2020. Carl Whitehouse (CW) highlighted at recent Distribution Workgroup Meetings it had been discussed whether the UIG Modifications should be incorporated into the Distribution Workgroup.

The Committee discussed the use of offline developmental meetings and whether there would be any concerns having developmental meetings and whether these should be limited to PAC members.

Sean Cooper (SC) reminded the Committee of its scope and that PAC was formed to monitor and manage performance, not to manage the process that governs performance.

RH also expressed concern around having closed offline meetings and challenged whether this was the appropriate forum to discuss developmental and governance changes. She was particularly concerned about the transparency and visibility of discussions to other industry parties.

MB had no objection to having PAFA Workshops to look at topics for example inaccurate settlement and UIG. SC suggested that if a session is held with Transporters, Shippers and PAFA the outcome and recommendations would be shared with the industry and provided to PAC for approval. This would be similar to other sub-committees established to focus detailed development.

Sallyann Blackett (SB) expressed concern about the ability to attend two PAC meetings per month.

The Committee further considered having a Planning Workshop and how best to consider what elements may change, the appropriate governance and the need to provide an update at the PAC meeting in February.

The Committee considered how best to ensure the discussions and outcomes are open and transparent. RH also expressed the need for such meetings to be quorate and have appropriate governance. MB concurred there needs to be caution to ensure transparency and ensure industry in general has access to the development and progression of Performance Assurance plans. RH stressed that there needs to be appropriate governance to develop changes and changes should be managed within an open forum for the ability of all interested parties to attend. Further, she added that the scope of a UNC Workgroup would provide the appropriate governance. It was suggested that the industry should not be prevented from having offline developmental meetings to consider new concepts as long as the changes considered and developed are then taken through the appropriate change process. SC believed there is sufficient governance that controls changes being made.

MB suggested an offline meeting could be held to review the monthly performance assurance and what activities may wish to be considered in the future and the way forward. It was suggested an offline meeting could be held for planning work.

RH requested that the Joint Office and PAFA consider potential dates in late January and the ability to support additional meetings.

New Action 1204: Joint Office (RH), PAFA (SR) to consider potential dates for an additional PAC Development meeting in January.

Post Meeting Note: *The Joint Office would be able to support a meeting on Monday 20 January 2020 in Solihull. Members and other regular attendees are asked to confirm they can join the meeting which is being proposed to be an open PAC meeting at this stage.*

2. Monthly Review Items

2.1 Risk & Issues Register Review (PAFA)

SR confirmed that the Risk Register Approach document (Document 3) had been redrafted and recirculated to all members. She clarified that this document details how risks are raised and had been published alongside today's agenda.

The Committee members approved the changes and agreed that the provided document could be formally published. The amended PAC Document 3 Risk Register Approach (Version 6.0) is now published at: <http://www.gasgovernance.co.uk/PAC>.

2.2 PARR Report Review - Dashboard update (PAFA)

Sara Usmani (SU) provided the 'PARR Dashboards' update. PAFA supplied the following minutes for this section:

PAC considered reporting on industry performance under UNC700 and the changes to PC3 read submission for EUC01 PC4.

- Some inaccuracies in the reports are being investigated by CDSP, complete report should be available from next month.

Four Shippers were contacted by PAFA in the last month with regard to poor meter read submission performance.

- Three Shippers submitted the required performance improvement plans
- PAFA will continue to monitor Shipper performance against the plans and report to the PAC
- The unresponsive Shipper will be contacted again by PAFA requesting an urgent update on performance.

PAFA highlighted that when speaking with Shippers on meter read performance, issues with Meter Asset Managers (MAMs) are often cited as the reason for delays in performance improvement.

- PAC have requested PAFA to investigate this further
- Should any Shippers wish to raise issues with MAM performance to the PAFA please contact: PAFA@gemserv.com

New Action 1205: Xoserve (JR) to provide supporting articulation i.e. 'what is going on' in the PARR Report Dashboard.

2.3 AQ at Risk Update (FC)

Update and discussion deferred to 14 January 2020.

3. Review of Potential Changes to Performance Assurance Reporting and PARR

3.1 Modification 0664 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (MJ)

RH confirmed that the Joint Office are expecting a further amendment to the Modification (version 9.0). The Workgroup Report is due to be provided to Panel by 20 February 2020.

MB confirmed he had looked at the corresponding PARR report and understood it would measure low read performance. FC explained that the report not only provides read performance, it will also indicate which sites are candidates for moving.

MB enquired if the Product Class 4 report would have to be accommodated. He wished to understand the trigger for picking up sites, if this will be for part months or full months, and if the impact on other reports had been considered.

The Committee discussed the timing of the reports, the ability to report mid-month triggers and the interactions with the must-read process. FC explained the count is taken from the last provided read. FC clarified that the tracking proposed for PARR performance reporting will be for Class 2 & 3 across 12 months, along with how many sites have been moved by Xoserve.

3.2 Modification 0674 - Performance Assurance Techniques and Controls (MB)

MB explained there will be no specific measurement report as a result of Modification 0674. The intention of the Modification is to put in place a framework to give PAC appropriate powers.

MB explained one of the proposals is that the Performance Reports Register will no longer require a UNC Modification to change it, he believed the process should be much easier. He wished for PAC to have governance over the PARR Reports. SR explained that the documents do not require a UNC Modification to change them however under TPD V12 they require approval by the Uniform Network Code Committee (UNCC) with possibly a supporting DSC Change.

SR explained that when PAC was originally created, the PARR report was a UNC Document then it was moved to a UNC Related Document to simplify the amendment process and allow UNCC approval.

MB referred to page 8 of the [Performance Assurance Framework Document \(16 March 2017\)](#), published at: <http://www.gasgovernance.co.uk/pac> and challenged that all PAC documents should be governed by PAC. The Committee briefly reviewed this section and understood the documents which can be governed by PAC were:

- Document 1 Performance Assurance Framework – Performance Reports Register
- Document 2 Report Specification Template
- Document 3 Risk Register
- Document 4 Format of Performance Assurance Framework Administrator Scope
- Document 5 Performance Assurance Committee Member Confidentiality Agreement
- Document 6 Employer Assurance Document

- Document 7 Nominating Party Assurance Document (where this is not the direct employer of the Member)

The Committee noted that both the Performance Assurance Framework - Performance Reports Register and Performance Assurance Report Register reports are referred to within TPD Section V12 and the governance of this required further consideration as it appeared Document 1 had dual governance.

New Action 1206: Joint Office (RH/HC) to establish if the PAC Documents; Performance Assurance Framework - Performance Reports Register and Performance Assurance Report Register should be published on the UNC Related Document page at: <http://www.gasgovernance.co.uk/tpddocs>

New Action 1207: Xoserve (FC) and Joint Office (RH) to review the governance of the Performance Assurance Framework - Performance Reports Register and Performance Assurance Report Register.

Post Meeting Note: *The Joint Office would like to confirm that both the Performance Assurance Framework Document referenced in paragraph TPD Section V16.1.1(d); and (h); and the Performance Assurance Report Registers referenced in paragraph TPD Section V16.5.1. are listed as a UNC Related Document within TPD Section V12.1. They are therefore correctly published at: <http://www.gasgovernance.co.uk/tpddocs>.*

As both documents are UNC Related Documents, they have generic governance arrangements and can only be amended in accordance with Section V12.3. Should a User or Transporter wish to propose modifications to any of these documents, such proposed modifications need to be submitted to the Uniform Network Code Committee and considered by the Uniform Network Code Committee or any relevant sub-committee where the Uniform Network Committee so decide by majority vote.

The Joint Office would like to clarify the changing of these documents does not require a UNC Modification as outlined in the Modification Rules. The proposed changes can simply be submitted for approval as a changed marked document.

MB went on to explain that the Modification 0674 is seeking to provide PAFA and PAC appropriate data to undertake its role and avoid protracted processes to enable the provision of data.

RH suggested PAC members attend Workgroup 0674 meetings to ensure good representation at these meetings. MB advised that Ofgem will be providing an update at the 0674 Workgroup meeting to explain the milestone plans having investigated performance and the obligations being placed on the Retail Energy Code Performance Assurance Board (PAB). He urged PAC members to either attend or review the minutes.

Post Meeting Note: *The minutes from the Workgroup 0674 meeting 11 December 2019 can be found here: <http://www.gasgovernance.co.uk/0674/111219>*

3.3 Request 0677R - Shipper and Supplier Theft of Gas Reporting Arrangements (CW)

Carl Whitehouse (CW) confirmed that the Request Workgroup had closed in November and he confirmed that there were no potential changes to PARR reports.

He highlighted that the Request Workgroup had made 16 recommendations, targeting a number of different parties on how to improve the reporting of theft of energy. He confirmed there will be no further Workgroup meetings, however the expectation is parties will sponsor the remaining suggested changes.

PAC briefly reviewed the 16 recommendations on Page 8 of the [0677R Request Workgroup Report](http://www.gasgovernance.co.uk/0677), published at: <http://www.gasgovernance.co.uk/0677>.

CW suggested this item is now taken off the agenda, and an offline meeting considers the list of recommendations and agree what changes will be championed.

SC referred to a recent Theft of Gas meeting, which was held to raise awareness of the number of sites involved. He confirmed that npower had received some training offered by Xoserve for the Theft of Gas and provided a positive recommendation for this training for all Shippers. FC confirmed she would feed this into the Xoserve training team as a key training request.

It was suggested that the 0677R recommendation list should be reviewed within the planned Assurance Workgroup due to commence in February or earlier.

3.4 Modification 0699 - Incentivise Read Submission Performance using additional Charges (SC)

MB provided a brief update and the intention of the Modification to apply a financial incentive to meet performance targets.

He confirmed further discussions are taking place within the Distribution Workgroup meetings. He explained that there are some complexities with the proposed mechanism and how easy it will be to predict charges. Some amendments are being considered to simplify the charging basis.

MB highlighted there is the possibility of an Alternative Modification being raised by Centrica. He confirmed that at the moment there are no PARR Reports to consider.

3.5 Any Other changes

Sally Hardman (SH) highlighted that within [Modification 0691S - CDSP to convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met](#), there could be impacts potentially requiring a PAC process.

It was noted at present there are 15 sites currently affected. FC explained there is a constant churn of the sites and not necessarily the same sites each month. For example, of the 15 sites this month, 7 were present in September, 8 were new.

SH enquired if Xoserve are undertaking any engagement with Shippers not moving sites to Class 1. FC explained that almost all of the sites reside with one Shipper and Xoserve are engaging with Shippers. FC provided an illustration of the spread of EUC09 Sites not in Class 1. She also clarified this information is available to Shippers.

Karen Kennedy (KK) enquired where shippers are not responding to Xoserve's engagement what PAC involvement should be.

FC explained the difficulties with providing updates in line with the PAC committee meetings and the publication deadline. PAC accepted the EUC09 sites not in Class 1 publication could be published as a later paper if it does not meet the standard meeting paper publication deadline.

New Decision:

PAC Members agreed to accept updates on EUC09 sites not in Class 1 as a late paper

FC explained that all the modifications raised under the UIG task-force are about implementing a fail-safe, if the shipper has not been able to process a class change. However, Shippers want the ability to process these transactions themselves to avoid any potential system problems, FC confirmed that there needs to be a waiting period to allow Shippers the opportunity to move sites.

Louise Hellyer (LH) explained that there may be underlying customer issues that makes this process difficult. Alison Wiggett (AW) asked for Xoserve to check any corrector reads to ensure they are aligned (with meter reads) as this may indicate there is a problem.

SH challenged that PAC should be involved and suggested that PAC should be writing to these Shippers to address performance. SR explained that the PARR report does not identify who the parties are. This information would have to be provided by Xoserve to PAFA.

FC provided a breakdown of the 15 sites as at 01 November 2019, the 2 in the red zone were Class 4, the 13 in red zone were Class 2, highlighting the majority of the 15 sites are with one shipper. She also noted none of these were domestic-only suppliers.

Alex Travell (AT) enquired about what avenues had already been pursued to ensure compliance. KK provided feedback that Xoserve have tried to encourage compliance and work is being undertaken. RH urged parties to attend the 0691 Workgroup meetings.

SR questioned what actions PAC require PAFA to undertake. She explained that the report provided does not identify Shippers and in order to take an action PAFA would need confirmation of who the parties are. PAC members approved the provision of the Shipper identifications to allow PAFA to write to these Shippers.

New Decision:

PAC Members approved the provision of the Shipper identification to allow the PAFA to write to these shipper on this occasion.

It was agreed that Xoserve should continue with Customer Advocate Manager (CAM) engagement, data should be provided to PAC and PAFA and PAC will review next month under section 2 of the agenda.

4. Committee Matters for Attention

4.1 PAFA Procurement Update (FC)

FC was pleased to confirm that all PAC members had voted in support of extending the Gemserv PAFA contract for the 12-month period from July 2020 to June 2021.

4.2 Unintended consequences - Product Class churn (FC)

FC provided an illustration of the scenarios for Product Class Churn. The potential for sites moving in between Product Classes was briefly discussed. It was agreed that further consideration would be given on 14 January to allow PAC members to digest the chart provided.

4.3 NDM Sample Data Update (FC)

FC explained there is no further update following last month. The next update will be available in April 2020.

4.4 Data Discovery Platform (DDP) Update (DN/JR)

JR confirmed that the DDP Drop 2 went live in October and Shipper feedback had been positive, a paper will be published and emailed to PAC members.

4.5 Standards of Service Liabilities Report (information only)

The Standards of Service report was provided to the Committee for information only. No observations were raised this month.

5. Any Other Business

5.1 Agenda Style

RH provided a sample agenda with a new layout for the Committee to consider. The Committee agreed to move to this new style, which is in line with that used for the DSC committees.

5.2 EUC09 sites not in Class 1 (FC)

See item 3.5, no further discussion.

5.3 Late Papers

SR expressed concern about the provision of papers and not publishing late papers for consideration. She believed there was a distinction between papers provided as a visual aid to support information sharing and discussion and papers provided that require a PAC decision. Concern was expressed that refusing late papers could delay consideration and decisions unnecessarily for a month.

RH explained that under the UNC Modification Rules there is a requirement for the publication of meeting papers 5 clear business days ahead of meetings and that this cascades to all UNC meetings. It was agreed that for good governance, papers that require a PAC decision should be provided 5 days ahead of the meeting.

MB suggested that all provided papers should be published, and the members should take into account the nature of the publication, its complexity and if a paper can be taken at short notice as this may require a case by case decision. The Committee discussed the different types of papers provided and agreed that papers can be published after the publication deadline and should be reviewed at the beginning of PAC meetings to agree whether or not to accept the paper at short notice.

It was suggested that any late published papers are be clearly marked as such to allow the Committee to approve or defer consideration at the beginning of each meeting.

6. Next Steps

6.1 Key Messages – PAFA

SU confirmed that PAFA would provide an overview of the Key Points from today’s meeting. The PAC Key Messages will be published at:

<http://www.gasgovernance.co.uk/pac/summarykeymessages>

7. Diary Planning

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

Time/Date	Venue	Programme
10:30, Tuesday 14 January 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull, B91 2AA	Standard Agenda
Suggested Meeting Date: 10:30 Monday 20 January 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull, B91 2AA	Agenda Items to be provided PAFA, Xoserve and Joint Office. Suggested Agenda Items: <ul style="list-style-type: none"> • Assessment of risk topics • Action plan for 0677R recommendations • PAC related Modifications and PARR requirements (0690, 0691, 0699, 0674, 0672 etc)
10:30, Tuesday 11 February 2020	Elexon, 350 Euston Road, London, NW1 3AW	Standard Agenda
10:30, Tuesday 10 March 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull, B91 2AA	Standard Agenda
10:30, Tuesday 14 April 2020	Elexon, 350 Euston Road, London, NW1 3AW	Standard Agenda

PAC Action Table (as at 10 December 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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PAC 1003	08/10/19	3.3	Proposer of Review Modification to provide 0677R Workgroup Report for review, together with an outline of the remaining issues to November PAC	CW	Closed
PAC 1101	12/11/19	3.0	Joint Office (RH/HC) to consider and amend the Standard Workgroup Terms of Reference to include the 'consideration of potential performance assurance impacts of live Modifications'.	Joint Office (RH/HC)	Closed
PAC 1102	12/11/19	3.0	Standard agenda item to be added to future meetings: 'Review of Modifications with potential PAC impacts'	Joint Office (RH/HC)	Closed
PAC 1103	12/11/19	3.0	Xoserve and PAFA to consider the responsibilities for updating PARR and an expansion of the PAFA role to undertake this.	Xoserve (FC) PAFA (SR)	Closed
PAC 1104	12/11/19	4.3	Shell (CW) to consider whether further UNC 0677R Workgroup Meetings will be required.	Shell (CW)	Closed
PAC 1105	12/11/19	4.4	Xoserve (JR), PAFA (SR) and Shell (CW) to ensure that Modification 0707 access rights are sufficient to provide the appropriate access to PAFA.	Xoserve (FC) Shell (CW)	Carried Forward
PAC 1106	12/11/19	4.5	Xoserve (FC) and PAFA (SR) to start the process to update PARR Reports to include Modification 0654 PARR Specification.	Xoserve (FC)	Carried Forward
PAC 1107	12/11/19	4.5	Xoserve (FC) and PAFA (SR) to ensure the scope of the 0654 PARR is added to Huddle.	PAFA (SR) Joint Office (RH)	Carried Forward
PAC 1108	12/11/19	6.1	PAC Members to review the PARR Specification for Modification 0664 , 0672 , 0690 and 0691 .	PAC	Closed
PAC 1109	12/11/19	6.4	JO (RH) and Xoserve (FC) to ascertain if PAC Document 4 should be published and/or updated.	Joint Office (RH) Xoserve (FC)	Closed
PAC 1110	12/11/19	6.9	All to review the Table on Product Class churn effects of live Modifications (published on the 10 Dec 2019 PAC Meeting page).	All	Carried Forward
PAC 1111	12/11/19	6.9	Product Class Churn - Scenario Planning to be tabled to understand the circumstances and frequencies of sites	Xoserve (FC/ DA)	Closed

			switching products class, and how many sites there maybe. (FC and DA)		
PAC 1201	10/12/19	1.5	Joint Office (HC) to circulate Document 4 to all PAC Members.	Joint Office (HC)	Sent 10/12/19 Closed
PAC 1202	10/12/19	1.5	Xoserve (FC) to ensure Document 4 PAFA Scope Definition is updated.	Xoserve (FC)	Pending
PAC 1203	10/12/19	1.5	Joint Office (HC) to re-publish Document 4 PAFA Scope Definition once approval has been provided from Xoserve.	Joint Office (HC)	Pending
PAC 1204	10/12/19	1.6	Joint Office (RH), PAFA (SR) to consider potential dates for an additional PAC Development meeting in January.	Joint Office (RH) PAFA (SR)	Pending
PAC 1205	10/12/19	2.2	Xoserve (JR) to provide supporting articulation i.e. 'what is going on' in the PARR Report Dashboard.	Xoserve (JR)	Pending
PAC 1206	10/12/19	3.2	Joint Office (RH/HC) to establish if the PAC Documents; Performance Assurance Framework - Performance Reports Register and Performance Assurance Report Register should be published on the UNC Related Document page at: http://www.gasgovernance.co.uk/tpddocs	Joint Office (RH/HC)	Post Meeting Note
PAC 1207	10/12/19	3.2	Xoserve (FC) and Joint Office (RH) to review the governance of the Performance Assurance Framework - Performance Reports Register and Performance Assurance Report Register.	Xoserve (FC) Joint Office (RH)	Pending