
UNC Performance Assurance Committee Minutes
Wednesday 17 July 2019
via Teleconference

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alex Travell	(AT)	Transporter Member
Carl Whitehouse	(CW)	Shipper Member
Fiona Cottam	(FC)	Observer, Xoserve
Karen Kennedy	(KK)	Shipper Member
Louise Hellyer	(LH)	Shipper Member
Mark Jones	(MJ)	Shipper Member
Neil Cole	(NC)	Observer, Xoserve
Sally Hardman	(SH)	Transporter Member
Sallyann Blackett	(SB)	Shipper Member
Sara Usmani	(SU)	PAFA
Shanna Barr	(SB)	Transporter Member
Shelley Rouse	(SR)	PAFA

Copies of non-confidential papers are available at: <https://www.gasgovernance.co.uk/pac/170719>

1. Introduction and Status Review

1.1 Confirm Quorate Status

RH welcomed all members to the meeting which was declared quorate.

1.2 Apologies for absence

None advised.

1.3 Note of Alternates

None advised.

2. Committee Matters

2.1 For Decision

2.1.1. Approval of response letter to ICoSS regarding Performance Assurance Committee

SR confirmed that feedback had been provided on the ICoSS response letter which had been considered and accepted, with some additional minor refinements. The final draft ICoSS response had been provided to PAC Members on Tuesday 16 July for review and approval.

All members confirmed that they had no additional comments and unanimous approval was provided from all of the members present.

RH wished to note some additional comments and points of clarity. These included:

- The availability of documents via Huddle. It was confirmed that every Shipper with a valid shipper licence will have access to Huddle's anonymised reports.
- The capitalisation of the term Class. It was confirmed that the correct term is Product Class. It was agreed to amend this within the letter.

FC suggested that alongside the reference to the UNC, the Performance Assurance Framework should be referred to as well. It was agreed to add this.

The committee briefly considered the appropriate publication of the ICoSS letter and response. RH confirmed that ICoSS had approved the publication of the letter. It was collectively agreed to publish on the 17 July meeting page:

- The letter from ICOSS;
- The PAC response letter;
- The minutes from 04 July 2019 PAC meeting; and
- The minutes from 17 July 2019 PAC meeting.

RH agreed to provide signposting on the 04 July page.

3. Any Other Business

None raised.

4. Next Steps

4.1 Key Messages – PAFA

Not discussed.

5. Diary Planning

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

Time/Date	Venue	Programme
10:30, Tuesday 13 August 2019	Elexon, 350 Euston Road, London, NW1 3AW	Standard Agenda
10:30, Tuesday 10 September 2019	Radcliffe House, Blenheim Court Warwick Road, Solihull, B91 2AA	Standard Agenda
10:30, Tuesday 08 October 2019	Elexon, 350 Euston Road, London, NW1 3AW	Standard Agenda
10:30, Tuesday 12 November 2019	Radcliffe House, Blenheim Court Warwick Road, Solihull, B91 2AA	Standard Agenda
10:30, Tuesday 10 December 2019	Elexon, 350 Euston Road, London, NW1 3AW	Standard Agenda

PAC Action Table (as at 17 July 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</u></i>	Xoserve (FC)	Carried Forward (Update due 13 August 2019)

			<u>assess Shipper adjustment requests and their associated materiality aspects.</u>		
PAC 0502	11/05/19	2.	<i>Reference Broken / Faulty Meter Flags Information Provision</i> – 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).	PAFA (SR)	Carried Forward (Update due 13 August 2019)
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</i> – Joint Office (RH) to look to request an extension to the current Workgroup Reporting date at the 20 June 2019 Panel meeting.	Joint Office (RH)	Carried forward
PAC 0605	11/06/19	4.2.1	<i>Reference PARR Dashboard Report for 2A.5 Read Performance – Product Classes 1 & 2</i> – PAFA (SR) to focus attention on the Top 4 poor performing organisations, with a view to issuing letters in due course (<i>applicable to Shippers in PC2 only</i>).	PAFA (SR)	Carried forward
PAC 0701	09/07/19	2.0	PAFA to draft response and circulate to all. (<i>This action was raised during the extraordinary teleconference call on 04 July 2019</i>)	PAFA (SR)	Carried forward
PAC 0702	09/07/19	2.0	All PAC members to provide responses and comments to SR regarding the draft PAC response to the ICoSS letter by Friday 12 July 2019.	All PAC Members	Carried forward
PAC 0703	09/07/19	2.0	PAFA (SR) to contact ICoSS to investigate if the associated documentation can be published or not. SR will provide feedback at the extraordinary teleconference on being held on 17 July 2019.	PAFA (SR)	Carried forward
PAC 0704	09/07/19	2.0	Xoserve (JR) to refresh the faulty meter read data set to include the product classes.	Xoserve (JR)	Carried forward
PAC 0705	09/07/19	2.0	Xoserve (NC/FC) to provided information regarding the Class 3 AQ calculation issue affecting 177,000 Shippers that have moved into Class 3, where the AQ has been understated.	Xoserve (NC/FC)	Carried forward
PAC 0706	09/07/19	2.0	Xoserve (NC) and the PAFA (SR) to ascertain if the Top 3 Shippers are the same in both of the Class 4 data extracts, of	Xoserve (NC)	Carried forward

			293,000 kWh and above, and the Customer Advocate Managers (CAMs) to contact each Shipper regarding their performance.		
PAC 0707	09/07/19	2.0	Xoserve (NC) to confirm if the Top 3 Class 1 Shippers presently have a MAM allocated to them or potentially a MAM in common.	Xoserve (NC)	Carried forward
PAC 0708	09/07/19	2.0	Xoserve (NC) to include the data for the Top 3 Shippers in each category as an update each month from now on, as a standing agenda item.	Xoserve (NC)	Carried forward
PAC 0709	09/07/19	2.0	Xoserve (NC) to arrange for the CAM's to contact the Shippers that had not responded to the NDM Sample data request and for this data to be refreshed and re-presented at the September PAC meeting.	Xoserve (NC)	Carried forward
PAC 0710	09/07/19	2.0	PAFA (SR) to contact SPAA and MRA regarding the dispute process and provide feedback on findings at the August meeting.	PAFA (SR)	Carried forward
PAC 0711	09/07/19	3.2.1	PAFA (SR) and Xoserve (NC) to confirm if their respective data sets in relation to the Read Performance in the PC1 market are the same, and if any Shippers are not included, then the CAMs are to write to them concerning the materiality aspect.	PAFA (SR)	Carried forward
PAC 0712	09/07/19	5.5	Xoserve (DN) to inform the PAFA when the 2A.5 PARR Report will be delivered with PAFA access.	Xoserve (DN)	Carried forward
PAC 0713	09/07/19	5.5	Xoserve (DN) to inform the PAFA when the 2A.5 PARR Report will be delivered and how this interacted with the Shipper MI tool.	Xoserve (DN)	Carried forward
PAC 0714	09/07/19	6.0	Joint Office (RH) to discuss with MJ the wording within the adopted Modification, to ensure it clearly states that MJ is the Proposer and not PAC.	Joint Office (RH)	Carried forward